

Job Description and Person Specification



Job Description

Job Title	School Organisation Officer
Grade	Grade 4
Service	School Organisation (Admissions)
Reports to	Appeals and Policy Officer
Location	Friargate Floor 9
Job Evaluation Code	1005587 / L3707D



About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:



About the Service your team will provide

Purpose of the role / Output

To support the delivery of key service objectives for school organisation and admissions and contribute to provide a high quality, customer-focussed and integrated service for school organisation and admissions.

Main Duties & Key Accountabilities

Core Knowledge

- Ensure that requests from parents and carers for school admissions/transfers/appeals/transport are processed effectively and efficiently.
- Undertake casework as required.
- In conjunction with the Pupil Inclusion Officer to identify hard to place pupils and ensure that agreed protocols are adhered to in relation to these pupils.
- Advise clients (parents and carers) of their rights and responsibilities in these processes.
- Prepare and implement the annual cycle of communication of advice and guidance to parents and carers
- Liaise and develop good working relationships with: senior staff in schools, senior staff in Education and Skills directorate – Data team and Business Systems staff, Attendance and Inclusion Team, Virtual School, Ethnic Minority Achievement Service staff, Capital Strategy staff, Early Years staff, Special Educational Needs officers; staff in other directorates including social care, children's services, legal services and colleagues in other local authorities in the West Midlands.
- Maintain and develop databases and spread sheets for admissions, appeals and transport and ensure that information technology is embedded in the business processes of the team.
- Prepare analysis of school places and catchment areas as required.
- Collect, analyse and interpret data to support performance monitoring and reviews. Prepare monitoring reports to present to the Education leadership team and other key stakeholders, as appropriate.
- Attend stakeholder and public consultation meetings and events relating to school organisation and admissions matters as required.

- Record and process all consultation responses.
- Any other duties and responsibilities within the range of the salary grade.

Key relationships

External Senior staff in schools Admissions staff in other local authorities	Internal Data team and Business Systems staff Capital Strategy team, Attendance and Inclusion, Virtual School, Ethnic Minority Achievement Service staff, Early Years staff, Special Educational Needs officers; staff in other directorates including social care, children's services, legal services
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Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free

The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training

The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder:

N/A

Person specification

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Knowledge	
IT systems and their uses, in particular software systems to support admissions processes	
The day to day management of IT systems	
National legislation and policies related to school admissions, school place planning and home to school transport.	
Skills and Abilities	
Good oral and written communication skills	
Interpret complex regulations and guidelines and relate these clearly to colleagues and clients	
Analyse and interpret data and information and summarise findings clearly to colleagues and stakeholders	
Work under pressure and to deadlines efficiently and confidently.	
Work co-operatively	
Experience	
Working with spreadsheets and data bases	
Effective use of IT to hold, manage and distribute information and communication effectively.	
Analysis of performance monitoring information	
Presentation of information to a variety of audiences and in a variety of formats	
Collaborative working	
Planning and prioritising own work	
Working with a minimum of supervision	
Qualifications	
A good standard of general education including qualification in English and mathematics	

Special Requirements

This post is exempted under the Rehabilitation of Offenders Act 1974 and as such appointment to this post will be conditional upon the receipt of a satisfactory response to a check of police records via Disclosure and Barring Service (DBS).

Date Created**Date Reviewed**

NOVEMBER 2022