



JOB TITLE:	Admissions and Education Sufficiency Manager		
GRADE: JOB CODE:	G13 CHI357SCHOG13 JE approved 03/12/2021	SERVICE AREA:	Access Team
REPORTS TO:	Head of Access	LOCATION:	Civic Centre
SPECIAL CONDITIONS:	<ul style="list-style-type: none"> The post holder will be required to have an Enhanced DBS check. There may be a requirement for the post holder to undertake visits to schools, meet with governing bodies and parent/ carer groups sometimes outside of normal office hours. This position is designated as a politically restricted (specified) post as set out in Part 1 the Local Government & Housing Act 1989 and the Local Government (Political Restrictions) Regulations 1990 (LGO(PR)R 1990) [SI 851] and S.30 of the Local Democracy Economic Development and Construction Act 2009. This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers. 		

At Walsall Council, we believe that people are at the heart of everything we do. In our work, the way we listen and respond to our customers and colleagues will determine the way we grow and bring Council's vision to life. To succeed, we must push the boundaries of customer service and added value - outstanding is the new standard and the new routine. Using evidence-based insight into solving problems, managers will create an environment that provides opportunities for all individuals and communities to fulfil their potential. As leaders of people, managers will:

- Work collaboratively to develop strong working relationships and provide a bridge between the council and the communities it serves;*
- Embrace change and strive for improvement continuously;*
- Provide value for money to ensure services are delivered in a timely fashion, combining sustainability with quality;*
- Challenge the status quo, enable and empower, act with integrity.*
- Together, they will deliver services that the people of Walsall will be proud of.*

1. Main purpose of the job role:

- To provide strategic lead on School Organisation Matters by providing up-to-date specialist advice on all matters related to the council's statutory responsibilities for school admissions, appeals, children missing education, school organisation and

related attendance processes including pupil place planning for EY, SENDI and mainstream pupils

- To ensure that all relevant strategies and processes around admissions and appeals and school organisation, including coordinated admissions and the Fair Access Panel are compliant and effective
- To ensure that all children and young people have a school place which is suitable to their needs.

2. Role specific duties and accountabilities: *please refer to [role of the manager](#) detail or advice & guidance document*

Horizon Scanning

- To be responsible for developing relevant strategies, policies and protocols for admissions, appeals, school organisation.
- To support the integrated approach to service delivery, aligned to the strategic direction of Walsall Right for Children by ensuring all services for which they are responsible are high quality service, responsive and flexible.
- To implement Borough-wide policies and procedures for monitoring, challenge and intervention on all matters related to admission to schools and school organisation in line with the relevant statutory guidance.
- To ensure statutory returns are completed on time and are of high quality.
- To provide performance reports for Cabinet, Scrutiny, DMT and other strategic boards as required.
- To support the Head of Access in the development of effective client-centred relationships with and between the council, schools, providers, governing bodies; ensuring effective and responsive services, which promote a positive, collaborative and strong working relationship based on the concept of high challenge and high support

Leading People

- Lead on complex process development to introduce new ways of working, develop and author all newly required procedures and make amendments annually to existing policies as appropriate.
- The post holder leads and negotiates on consultations and communicates efficiently with staff, stakeholder, professionals in order to develop the places available for children.
- Strategic development and leadership of an effective School Admissions and Appeals Team.
- The post holder will independently oversee the delivery of sufficiency programmes that enables the LA to deliver school places across the borough.
- To manage and develop the Early Years lead to improve advice to parents and practitioners

Managing Resources

- To manage relevant processes to ensure all children, particularly those who are most vulnerable or not in school are identified, their needs assessed (in partnership with early help and other services) and they are supported to return to the appropriate educational setting.
- To monitor and support the school led managed moves process and the Fair Access Panel

Managing Performance

- To monitor service standards, which comply with national and local policy, including regional peer review and practice requirements informed by evidence based practice.
- To support the Head of Access in managing the performance framework for the Admissions and Appeals Team

Managing Self

- To be the main point of contact for all matters relating School Admissions, School Appeals, School Organisation, Early Years Sufficiency, Children Missing Education and Inclusions
- To provide high quality reports, which are on time, comply with council corporate requirements and lead to improved outcome for children, young people and their families.
- To undertake duties at the request of the Head of Access and wider Directorate Leadership Team.
- To undertake any other duties and responsibilities within the range of the salary grade

3. Corporate duties and accountabilities:

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- A priority for the Council is the protection of vulnerable people, ensuring they are able to live as independently as possible. The post-holder will promote and engage with Council's responsibility to safeguard the welfare of children, young people and adults, and protect their right to be safe from harm.
- Through personal commitment and clear action, the postholder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.

- To be responsible for the effective administration of admission and appeal processes on behalf of the local authority.
- To be responsible for consultation on Walsall's co-ordinated admission arrangements, the management of mid-year admissions, Children Missing Education and the Fair Access Process in line with statutory requirements.
- To ensure that the statutory information, guidance and support to schools, staff and parents around co-ordinated admissions, mid-year admissions and appeals is accurate, accessible and compliant with current legislation.
- To ensure that schools comply with the Admissions Code of Practice and other relevant legislation for admitting children and young people in line with their Admissions Criteria and in a timely way.
- To ensure that the Admissions and Appeals Team are customer focused and put the needs of children and young people first
- To be accountable for reviewing the specialist advice on all matters relating to the council's statutory responsibility for school organisation and pupil place planning.
- To provide strategic lead for all school organisation matters
- To ensure stakeholders in Walsall clearly understand the legislation and guidance for sufficiency of early learning and childcare.

Key Stakeholders and reporting lines

- Accountable to Head of Access
- Line Management of
 - Senior Admissions Caseworker(G8)
 - Specialist Inclusion Coordinator (G9)
 - MYA Caseworker(G5)
 - Parent Support Adviser (G6)
 - Education Links Parent Support Adviser (G5)
 - Admissions Caseworker (G5)
 - School Organisation Manager (G9)
 - Early Years Sufficiency Lead (G10)
- Supervisory responsibility of:
 - 2 x Admissions Caseworkers (G5)
 - 2 x School Organisation Officers (G6)
 - 2 x Midyear Admissions Caseworkers (G5)
 - Admissions Panel Coordinator (G5)



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Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form =A interview=I both=A/I test = T	WEIGHT CODE shows relative importance Low=1 Medium=2 High=3
Behaviours: <i>refer to corporate behaviours document</i>		
Professionalism - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	I	3
Leadership - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	A/I	3
Accountability - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
Transparency - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
Ethical - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
Abilities/Skills: (refer to JE guidance document)		
Communicates with people – shows confidence and credibility, relates well to others, promotes fairness and equity	A/I	3
Achieves outcomes for customers and communities – is customer and outcome focussed, strives for continuous improvement	A/I	3
Uses initiative, is innovative and drives through change – is change orientated, displays creative thinking	A/I	1
Manages resources and plans for high performance to gain the maximum benefit – displays sound financial management, plans ahead and demonstrates breadth of thinking	A/I	2
Develops effective partnerships and responds to external pressures – works well with others, demonstrates an external focus	A/I	2
Is politically aware and understands how the organisation works	A/I	2
Knowledge/Experience: specify type, level and qualitative (not quantitative required); if any.		
High-level knowledge and proven ability to lead and manage complex teams and staff to achieve good outcomes	A/I	2
Up to date knowledge of relevant legislation and guidance, notably the Children and Family Act, Admissions Code of Practise , financial regulations in respect of schools and LA	A/I	3
Demonstrable ability to provide strategic leadership in line with the council's new Managers competency framework	A/I	1

Ability to manage and monitor budgets and to use ICT systems and conventional systems, to manage information and to produce reports	A/I	2
Demonstrable ability to work collaboratively and effectively with a wide range of stakeholders and peers	I	1
Demonstrable excellent written and oral communication skills for a range of documents and audiences including an understanding of social media	A/I	3
Excellent interpersonal and relationship skills	A/I	3
Understanding of what an inclusive approach looks like and the factors that support its success	A/I	1
A proven commitment to promoting equal opportunities for all staff and to supporting inclusive practices and policies which raise achievement for all pupils in our schools	A/I	3
To provide reports as required for the Head of Access, Executive Director, elected Members and others	A/I	3
To promote and enforce the Council's Health and Safety policy and maintain safe working practice to self and others	I	2
To carry out any other reasonable duties within the overall function commensurate with the grading and level of responsibilities of the post	I	3
Evidence of continuous professional development		
Qualification: Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.		
Degree	A	
Other Essential Requirements		
Experience of being an effective manager, who has a collaborative approach.	A/I	3
Experience of dealing with and analysing information whilst under pressure, and of effectively communicating this information to others in oral or written form	A/I	3
Experience of writing and presenting policy and protocols for a variety of audiences	A/I	3
An awareness of, and commitment to, equality of opportunity	I	3
Awareness of, and commitment to, confidentiality and handling data	I	3
Note: The ability to communicate verbally with customers and provide advice and/or information in accurate spoken English is essential for the post		
Prepared by:	Rob Thomas	Date: November 2021