

Role Profile

Job Title:	In-Year Admissions Database Manager	Grade: 10	Spinal column point range:
Department:	School Admissions	Post no:	48537
Directorate:	Children's Services	Location:	Perceval House

Role reports to:	Head of Admissions and Fair Access
Direct Reports:	N/A
Indirect Reports:	N/A
<p><i>This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the council and the requirements of the job.</i></p>	

JOB DESCRIPTION

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

PURPOSE OF ROLE:

- Plan, manage and implement the co-ordinated admissions process for in-year primary school places.
- Plan, manage and implement the co-ordinated admissions process for in-year high school places
- To be the lead on complex cases including pupils with SEN and Looked after children.
- To manage and administer the school admissions database so that accurate and relevant pupil data is available to meet the weekly admissions deadlines
- Provide leadership for the team.
- Deputise for the Head of Admissions in their absence.

KEY ACCOUNTABILITIES:

- Ensure the effective term time weekly co-ordination of Primary and Secondary In-Year admissions.
- To monitor in-year applications up until confirmed admission to school or referral to CME.
- Work with Central Pupil Database Manager regarding staff access rights and

security of the admissions database.

- Be responsible for maintaining accuracy and integrity of restricted data and documents.
- Responsible for production of standard and ad hoc reports.
- Responsible for ensuring the system and procedures meet the requirements of the admissions process.
- Respond to enquiries and complaints on behalf of the Executive Director of Adults and Children's Services and Public Health and Members.
- Represent the Council at LIAAG (London Inter-Authority Admissions Group) and other similar inter-authority and government meetings.
- Prepare appeals and represent the council at appeal hearings.
- Ensure consistency and the appropriate use of the database by all staff so that the requirements of the admissions process are met.
- Represent the LA at user group meetings. Develop and maintain a detailed knowledge of the admission and transfer database and keep abreast of system developments.
- Request and implement enhancements to the software in order to efficiently operate the co-ordinated system.
- Testing and 'troubleshooting' admissions software within Perceval House and with schools in Ealing.
- Liaise and share information with other Local Authorities over applications, offers and start dates in relation to each other's residents.
- To ensure a distribution of data to In-Year Admission Team members, logging volume of applications, identifying missing data via reports
- Manage the timetable and critical steps involved in meeting the In-Year admission system deadlines including data entry and checking, vacancy data collection, data transfer, letter production, reconciling all offers with start dates or other outcomes including referral to Children Missing Education; prioritisation of unplaced children, identification of Fair Access cases, and overseeing School Attendance Order process for unplaced pupils where necessary.
- Update annually and as necessary, in-year admissions web content on website and EGFL, proforma correspondence, annual rollover of data and management of waiting lists
- Lead on the In-Year Admissions email in box, processing enquiries and complaints.
- Responsible for preparing material for, and delivering training to, LA and schools staff in the use of admissions related software ensuring that it is being used to its full potential. Giving expert advice to schools on admissions related software.
- Work with the council's IT department on database issues as necessary.
- Maintain confidentiality of data at all times, conform to the 1998 Data Protection Act or subsequent legislation and use own initiative when handling enquiries about data.
- Carry out duties and responsibilities with due regard for the Council's Equal Opportunities and Customer Care Policies and other guiding principles.
- Carry out other duties and responsibilities of a similar nature and at a similar level of responsibility, which may be allocated from time to time.

KEY PERFORMANCE INDICATORS:

- Parents receive an effective service
- All applications are entered and offers made by the required timescales
- All applications are progressed and all unplaced applicants are reconciled with start dates or other outcome by the required timescales
- Safeguarding and welfare issues are identified and appropriately referred to Children Missing Education, Childrens Social Care, schools and other council teams

KEY RELATIONSHIPS (INTERNAL AND EXTERNAL):**External**

- Parents/carers and other referring agencies
- Other Local Authorities
- School administrators and head teachers
- IT Suppliers
- DFE and EFA

Internal

- Colleagues in Pupil Access and Welfare (In-year Admissions, Children Missing Education and School Attendance Service)
- Schools Planning and Resources
- Internal audit and investigation
- Committee Section
- Central pupil database team
- Post and Print Room
- Data Managers
- SEND Section
- SERCO

AUTHORITY LEVEL (PEOPLE, POLICY, FINANCIAL):

Person Specification

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the possible requirement to obtain a Disclosure and Barring Service (DBS) check.

ESSENTIAL KNOWLEDGE, SKILLS & ABILITIES

- 1) Ability to maintain a detailed understanding of admission regulations and admission arrangements for individual schools.
- 2) Ability to communicate well orally and in writing.
- 3) Ability to listen and respond helpfully to members of the public seeking school places
- 4) Ability to manage your own workload and projects, organise and prioritise work, meet deadlines and targets, and to work on own initiative and with minimal supervision.
- 5) Ability to carry out his/her responsibilities with due regard to the Council's Diversity and Customer Care Policies and other guiding principles.
- 6) Commitment to supporting children's effective access to education.

ESSENTIAL QUALIFICATION(S), EXPERIENCE AND REGISTRATION (e.g. HCPC)

- 7) Experience of supporting pupil access to schools in a school or Local Authority,
- 8) Experience of using software packages to track, report and analyse pupil data
- 9) Experience of maintaining a database
- 10) Experience of using and creating spread sheets such as MS Excel or similar
- 11) Experience of using word processing packages, MS Word or similar

Values & Behaviours

Improving Lives for Residents	Trustworthy	Collaborative	Innovative	Accountable
<ul style="list-style-type: none"> • Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues 	<ul style="list-style-type: none"> • Does what they say they'll do on time • Is open and honest • Treats all people fairly 	<ul style="list-style-type: none"> • Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents 	<ul style="list-style-type: none"> • Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures 	<ul style="list-style-type: none"> • Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards