



Assurance

**School Admission Appeals Clerk
(Fixed-Term Contract)**

Job Description and Person Specification

March 2022

Job Description

Job Title:	School Admission Appeals Clerk
Department:	Assurance
Function:	Democratic & Electoral Services
Team:	Democratic Services
Post number:	
Grade:	LBR 6
Hours/weeks: <i>E.g. 36 hours/52.14 weeks</i>	36 hours per week – fixed-term
Base location:	Redbridge Town Hall/Remote Working
Reports to: <i>Job title</i>	Head of Democratic & Electoral Services
Responsible for: <i>Job titles of direct reports</i>	<i>If there are no direct reports insert 'No direct line management but may be responsible for the supervision of trainee and work placement employees on occasion'</i>
Role purpose and role dimensions: <i>Overview of the job</i>	<p>The role is to provide comprehensive administrative support as an independent clerk supporting admission appeal panel hearings.</p> <p>The role is to provide an independent source of advice to all parties, on procedure, on both the School Admissions and School Admission Appeals Codes and on the law on school admissions, ensuring that the appeal is heard fairly and impartially and that the rules of natural justice are followed.</p> <p>The role is responsible for supporting appeal panels dealing with parents / carers appeals against decisions refusing admission to schools. The post holder will be required to possess a good working knowledge of the Department for Education (DfE) Codes for School Admissions and Appeals, current law and relevant guidance as well as any local guidance issued by the Service as well as good communication skills.</p>
Key external contacts: <i>Organisations</i>	Parents/Appellants Schools
Key internal contacts: <i>Job titles or groups of staff</i>	Admissions Service
Financial dimensions: <i>Budgetary responsibility & amount. Equipment, cash, property etc. for which employee is responsible.</i>	N/A
Key areas for decision making:	
Other considerations: <i>E.g. working patterns</i>	36 hours per week – fixed term

Key accountabilities and result areas:	Key elements:
Acting as the Independent Clerk to School Admission Appeals	<p>This will involve:</p> <ul style="list-style-type: none"> • Inviting all relevant parties to School Admission Appeal Hearings as required. • Attending meetings of School Admission Appeals Panels both virtually and in person as required. • Circulating late representations as required. • Providing Appeal Panel members with independent advice on procedure, all the relevant legislation, and the DfE Codes. • Advising on procedures and how the panel will make its decisions and deal with any questions they may have. • Managing the business at an appeal hearing, ensuring that the hearing is fair, in accordance with legislation and the rules of natural justice. • Making any reasonable adjustments during the appeal hearing to ensure that any person involved in the appeal hearing can take a full and active part in the process. • Ensuring that parents have had a fair and independent hearing and both parties have been given every opportunity to put their case • Ensuring that decisions are made within the law and based on the information before the panels after careful consideration. • Producing an accurate record of the proceedings of the appeal hearing including the decisions and the detailed reasons for them along with writing the decision letters. • Assisting, as appropriate, with any challenges to panel decisions via the Local Government Ombudsman.
General accountabilities and responsibilities	
Green Statement	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Seeking opportunities for contributing to sustainable development of the borough, in accordance with the Council’s commitment to making Redbridge a cleaner, greener place to live. In particular, demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, sustainable transport, recycling and waste reduction) in your job.
Data Protection/Confidentiality	<p>This will involve:</p> <ul style="list-style-type: none"> ▪ Complying with the Data Protection Act 1998 – treating all information acquired through your employment, both formally and informally, in strict confidence and in accordance with Caldicott principles. ▪ Complying with the Code of Conduct, other practice guidelines and the rules and protocols defining employees’ access to and use of the Council’s databases and systems. Any breaches could result in disciplinary measures. ▪ Maintaining client records and archive systems in accordance with departmental procedure, policy and statutory requirements.

Conduct and Whistleblowing	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the requirements of the Code of Conduct and maintaining high standards of personal conduct, honesty and integrity. You have a duty to raise any impropriety or breach of procedure to the appropriate level of management. Employees making such disclosures (whistleblowing) are protected and may make them without fear of recrimination.
Safer Working	<p>This will involve:</p> <ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults. Where you work in such a post the Council will require a DBS Disclosure check and references will be taken up prior to interview.
Equalities	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with the Council's strong commitment to achieving equality of opportunity and outcomes in its services to the community and in the employment of people. You are expected to understand, comply with and promote Council policies in your work, to undertake any appropriate training and to challenge any prejudice and discrimination.
Customer Care	<p>This will involve:</p> <ul style="list-style-type: none"> Complying with corporate and service area customer service standards and promoting the development of high quality, individualised and customer-led services.
Health and Safety	<p>This will involve:</p> <ul style="list-style-type: none"> Being responsible for your own Health & Safety, as well as that of colleagues, service users and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defectives and hazards to management.
To contribute as an effective and collaborative member of the team	<p>This will involve:</p> <ul style="list-style-type: none"> Taking responsibility for continuing self-development and participating in training and development activities. Participating in the ongoing development, implementation and monitoring of the service plans. Supporting and contributing to value for money, service efficiencies and improvements.
Flexibility	<p>This will involve:</p> <ul style="list-style-type: none"> The above-mentioned duties are neither exclusive nor exhaustive. From time to time you may be required to undertake responsibilities outside the normal remit of your Job Description as required by the line manager, and are broadly within your the grading level and competence.

Person Specification

Job Title:	School Admission Appeals Clerk (Fixed Term Contract)		
<i>Method of candidate assessment: A = Application form I = Interview T = Test. Weighting: 3 = most important, 2 = least important</i>		A - I - T	Weighting
Minimum education/ qualifications:	GCSE Level English	I	3
Minimum experience/ knowledge/ skills:	<p>Have a thorough knowledge and understanding of the DfE Code for School Admissions and School Admission Appeals and the legal framework governing school admissions and appeals.</p> <p>Knowledge of working in a committee role and/or experience of clerking school admission appeals</p> <p>Able to use IT systems including Microsoft Teams</p>	I	3
Minimum behaviours: Customer service	<p>Able to establish credibility with parents, panel members and admission authority representatives.</p> <p>Appreciation of individual's differing circumstances and backgrounds.</p> <p>Demonstrate an impartial standpoint, using an assertive and diplomatic regard to ensure the facts are established in order to judge each case equally and fairly and with understanding and commitment</p>	I	3
Communicating and influencing others	<p>Strong interpersonal and communications skills, active listening skills, ability to present information concisely and accurately with the ability to adjust style as circumstances demand in order to achieve positive outcomes.</p> <p>Able to remain firm, calm and courteous in a demanding environment.</p> <p>Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English.</p>	I	3
Working together	Able to work flexibly as part of a Team		3
Analysis and judgement	To exercise clear judgement in terms of advice provided to Panels.		3
Driving improvement			
Adaptability			
Leadership and managing people (<i>for those with line management responsibility</i>)			
Strategic perspective (<i>for senior management posts</i>)			
Special conditions:			
Signature of Employee:	Name:	Date:	