**Job Description**

# Section A: Job Profile

*The job profile outlines key information relating to the salary and working conditions e.g., location of a job, along with the current focus of the role and a brief description of the main duties.*

## Job Details

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| Job Title: | Admissions and Transport Service Manager |
| Salary: | £60,102 - £63341 |
| Grade: | 16 |
| Hours: | *Full-time but we are open to discussions about flexible working*. |
| Team: | Access to Learning |
| Service Area: | Admissions and Transport |
| Primary Location: | *County Hall, Oxford OX1 1ND and Home based, visiting schools as necessary*  *Please note we are actively looking at our ways of working using everything we have learnt and heard from our people about the organisational and personal benefits of agile working.  What you can absolutely expect from working at Oxfordshire County Council (OCC) is that you will have the support to do your job and deliver great results, wherever you are based.  Each role at OCC is different and we know the needs of individuals are also varied, and so our approach to where and how often we would like to see you in person will be taken depending on the requirements of the role and in collaboration with you as part of the recruitment process* |
| Budget responsibility: | Over £35m annually (revenue budget) |
| Responsible to: | Head of Access to Learning |
| Responsible for: | With the Head of Access to Learning ensuring County Council admissions and home to school transport processes and policies are effective, legally compliant and meet with Corporate expectations in managing budgets |
| Political Restricted Post: | No |

## Job Purpose

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| * This is a key component of the education service that holds strategic oversight and responsibility for admissions policy, home to school transport policy and the processes that ensure Fair Access to places and services that are statutorily compliant. * Reporting directly to the Head of Access to Learning and leading two teams, this role is key in ensuring appropriate commissioning, outcomes, and budget alignment across two key services. * Working closely with the County Council’s Supported Transport Service, utilising a service level agreement, ensure eligible children have timely, safe and cost-efficient home to school transport * To lead the work with all schools, governing bodies and senior leaders in schools to ensure processes work efficiently and children can access school places without delay. |

## Job Responsibilities

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| Transport;  Take accountability, with the HoS, for the home to school transport budget.  Act as ‘client officer’ commissioning supported transport to organise all home to school transport for eligible children/students.  Develop and manage a service level agreement with supported transport.  Lead the work in transport eligibility, including developing policies and taking them through the required consultation and County Council decision making processes.  Ensure home to school transport appeals processes are statutorily compliant and that all cases are processed in line with published policies.  Lead the requirements for exceptional transport services to education that support vulnerable children.  Admissions;  To oversee the annual coordinated admissions cycle to ensure that high parental preference rates are achieved and work with colleagues to ensure that sufficient school places exist in areas of need being cognisant of parental preference  To oversee admission appeals process  To ensure fair access processes are approved and followed with all schools playing their part in ensuring quick access to school places for all children.  To ensure that that pupils are admitted into schools in a timely manner and that pupils are not left without an education provision beyond the statutory and local expectation.  To monitor the volume, quality and future forecasted need of statutory school age places.  Corporate;  Providing day to day leadership as appropriate to deliver the agreed priorities, working collaboratively with teams  Coach/mentor teams/colleagues to embed new ways of thinking and working  Maximising the impact of resources and value for money to achieve improved outcomes for the Council  Ensure effective performance management to deliver outcomes in line with service objectives  Provide expert advice and guidance as appropriate for own area of expertise  Understand and work with the colleagues within and external to the Council as appropriate, developing and maintaining relationships with commissioners, service users, stakeholders, partners and potential providers  Contribute to work with commissioners/partners to ensure a robust approach to data analysis and forecasting  Contribute to the Council's statutory obligations and where appropriate any national and local performance indicators  Ensure the way in which resources within the area of responsibility are managed reflects the agreed culture and style and standing orders of the County Council  Operate frameworks for Quality Assurance, using agreed appropriate performance standards and review processes, and monitor delivery against requirements  Ensure Council resources are optimised and utilised effectively and efficiently  Look to continuously improve services in area of responsibility, identifying where possible, value for money savings and managing within allocated budgets  Act as a role model to others helping them to manage uncertainty and to respond positively and creatively to changing expectations  Remain up to date and compliant with all relevant legislation, organisational procedures, policies and professional codes of conduct in order to uphold standards of best practice  Take personal responsibility for contributing to organisational transformation and changes in ways of working, maximising the benefits and efficiencies for both internal and external customers, including the promotion and use of self -service to achieve maximum cost effectiveness. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria/Person Specification

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have to perform the job.

Each of the criteria listed below, and your commitment to our values, will be measured through the application form/CV (A) and optionally one or more of the following - a test / exercise (T), an interview (I), a presentation (P) or documentation (D). You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below.

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| Essential Criteria | Assessed By: |
| Educated to Degree level | A/I |
| The ability to undertake work of a complex and diverse nature which necessitates knowledge and skills at an advanced level in a number of specialist disciplines including education, law, finance, management and procedural matters. | A/I |
| An experienced manager, who must demonstrate, through knowledge and experience, that they can effectively carry out the duties of the post and work collaboratively and successfully across agencies, engaging with service user groups and families to deliver improved outcomes. | A/I |
| To have a detailed understanding of the legislative framework for both admissions and home to school transport and to be the Council’s subject matter expert. | A/I |
| Credibility with schools and partners and proven ability to quickly develop and maintain positive working relationships with external colleagues and across the organisation at all levels, including elected members. | A/I |
| To be sensitive to the needs of a wide range of stakeholders yet able to distil a needs based solution for decision makers. Also to be comfortable working with ambiguity and uncertainty. | A/I |
| Effective management of budgets and an excellent understanding of financial systems, budgetary monitoring and systems | A/I |
| Be an advanced user of IT so that information can be manipulated, evaluated and displayed to enable the purpose of the post to be achieved. | A/I |
| Well-developed communication and presentation skills, able to present ideas clearly and effectively verbally and in writing and experience of delivering to a wide and diverse range of audiences | A/I |
| Must have the ability to recognise the strategic context of the role and be able to work across organisational, professional and functional boundaries | A/I |
| **Desirable Criteria** | **Assessed By:** |
| Postgraduate qualification or relevant professional qualification | A/I |
| Experience of transformation work with Local Authority teams or services | A/I |
| Knowledge of local context | A/I |
| Engagement in wider networking and groups around SEND | A/I |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre employment checks specific to this role are identified below (those ticked).

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |

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|  | Other (please specify): |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or a council vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |

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|  | Other (please specify): |

April 2022