**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: | School Admissions and Registrations Coordinator (Migrants) |
| Salary: | £28,136 - £30,060 |
| Grade: | G7 |
| Hours: | 37 hrs FTC to 31 March 2026 |
| Team: | Migrant Education, Employment and Adult Skills |
| Service Area: | Education |
| Primary Location: | County Hall, New Road, Oxford, OX1 1ND  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: | None |
| Responsible to: | Migrant Education Lead |
| Responsible for: | None |
| Political Restricted Post: | No |

## Job Purpose

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| Oxfordshire is a large county with 12 towns and a major city centre, also with significant rural areas, necessitating the post holder to be an essential car user with their own transport.  Migrant families arrive in Oxfordshire in order to resettle, be homed temporarily or to await asylum decisions. They are situated throughout the county, and also in dedicated areas such as at Ministry of Defence housing and in contingency hotels and dispersal accommodation.  To work as part of the Migrant Education, Employment & Adult Skills team to meet and register newly arrived migrants across Oxfordshire, assist with school applications as necessary, and follow the processes of the School Admissions and other education teams until children are in school.  To work alongside a dedicated team of School Admissions Officers as part of the School Admissions service across Oxfordshire, ensuring accurate and timely administration for all aspects of the service (Admissions and Transport Assessments, Admissions and Transport Appeals, management of waiting lists, proactive support in tracking missing children) for named groups of schools; to be able to present accurate information about how individual applications and multiple applications were administered to a Senior Officer or the Admissions & Transport Services Manager, as required.  You will be required to build up expertise in the area of School Admissions, School Transport Eligibility and School Admission Appeals. Also, to deal with secure storage and destruction of data within the General Data Protection Regulations (GDPR).  The post holder has individual responsibility for promoting and safeguarding the welfare of children and young people they are responsible for or comes into contact with, in line with Local Authority Safeguarding procedures |
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## Job Responsibilities

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| *This is a bullet point list of the main duties or tasks that the post holder will be expected to undertake*.   * To conduct the school admissions process for newly arrived migrants alongside specialist colleagues * To attend hotels and newly arrived migrants homes to verify personal data and guardianship in preparation for school admissions * To work in partnership with government contracted support agencies in connection with family communication safeguarding and GDPR compliance * To support colleagues in observing for SEND * To support colleagues in initial assessment of English language acquisition and past schooling experience * To escalate data or safeguarding issues appropriately e.g. to MASH, government support organisations and line managers as required * To register all newly arrived migrant children with the County School Information Database: Liquid Logic’s EYES * To apply for school places (new Migrant School Admissions Officer) * To work closely with the County Attendance Team to ensure swift school place offers, enrolments and transfers in and out of Oxfordshire * To work with colleagues to ensure the school visits process * To follow each child into a school placement who is referred through the IYFAP process and escalate issues to managers, as appropriate * To work alongside the Data Coordinator, County Attendance Officer and Migration Partnership Data Cell to ensure attendance and waiting time data is up-to-date * To ensure data is kept up-to-date in accordance with families arriving and leaving Oxfordshire * To ensure School Acceptance & School Transport forms are signed with families * To liaise with colleagues to ensure school visits, uniform, equipment is completed and school start dates are confirmed * To work alongside colleagues on education projects that minimise waiting for school places * To produce weekly written updates for team meetings * To prepare high quality, accurate paperwork for presentation at school admissions appeals, (bulk and individual), within the framework and timescales set out in Acts of Parliament and Codes of Practice. Provide support and advice to Appeals Presenting Officers on bulk and individual cases; attend School Admissions Appeals from time to time to build up expertise in the areas of enquiry of Appeals Panels * To liaise with elected members and school staff, including headteachers and/or governors at all schools, regarding children seeking school places * To confidently, firmly and assertively inform parents and carers, elected members, military personnel, headteachers, school governors and other school staff about law and procedure regarding school admissions, appeals and transport, using written, verbal and face-to-face communication * To ensure accurate record keeping on EYES and filing of applications and/or correspondence between the county council and parents/carers relating to their child’s application(s) for a school place. Where a place at a school cannot be offered to advise parents/carers in writing, providing further information about right(s) of appeal, alternative school(s) and details of the waiting list scheme * To make financially sound assessments on eligibility for free home to school transport, and award where appropriate in accordance with Oxfordshire County Council’s School Transport Policy, advising School & Social Care Transport colleagues of the need to arrange provision and the reason for it as appropriate; where transport is not to be provided, advise parents/carers in writing, advising on Stage 1 Reviews and transport appeals * Make decisions regarding the refusal or allocation of free home to school transport on dangerous route grounds, escalating to senior officers, school transport eligibility team or road safety officers where appropriate * Ensure that waiting lists are held accurately for all schools in year groups where there is over-subscription, and that places are offered in a timely manner according to the published over-subscription criteria if/when places become available * Visit schools as appropriate, to establish good working relations with school staff and to gather relevant information for preparation for in-year and phased entry admissions, and for preparation and presentation of school admissions and transport appeals * Provide specialist advice to parents/carers, elected members, headteachers, the police, social services, colleagues in other parts of the County Council and other agencies on all matters relating to admissions to schools, transfers between schools, eligibility for school transport and school appeals, and information regarding education other than at school, special educational needs, exclusions and safeguarding as required, in writing, by telephone or email and in person * Work proactively with Social Services, the Safeguarding Team, Attendance and Engagement Team, Exclusion and Reintegration Officers, the police and other Local Authorities in recording and delivering information regarding children missing education, and children at risk and assisting in tracing missing children * From time-to-time attend meetings; which may include meetings in schools taking place outside normal working hours (e.g. School Open Events); attendance at conferences or in-service training sessions as required. If training or attendance at meetings takes place outside of normal hours, time off in lieu will apply under the County Council’s “Flexible working and work/life balance policy” * To ensure that all information regarding school admissions and transport in all formats is stored and disposed of securely in accordance with GDPR * To gather information and help to prepare admissions literature (e.g. online Admissions literature) * To assist Senior Officers in the setting up of admissions processes, (phased entry), for online applications and deal with queries regarding online applications * To perform other duties that might arise from time-to-time which are commensurate with the grade of this post and the needs of the service |

# 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: |
| Current driving licence and access to transport | A, I |
| English and Maths GCSE Grade C or above (or equivalent) or NVQ level 2  administration (or equivalent) | A, I |
| Sound understanding of the English education system | A, I |
| A high degree of organisation | A, I |
| Strong communication skills and experience of dealing with children, their families and partners | A, I |
| An understanding and sensitivity to the backgrounds and aspirations of people, mindful of their culture and circumstances | A, I |
| Evidence of effectively working to timescales | A, I |
| Use initiative and work independently | A, I |
| **Equal Opportunities:**  **Essential:**  Demonstrable commitment to and understanding of the positive promotion of equality, valuing diversity and anti-discriminatory practice |  |
| Desirable Criteria | Assessed By: |
| An awareness of relevant government guidance, e.g. School Admissions Code, The Children’s Act, SEND Code of Practice, Acts of Parliament, Codes of Practice and Oxfordshire County Council’s various Co-ordinated Admissions Schemes, including day-to-day (in-year) admissions and phased transfers | A, I |
| Evidence of effective reporting | 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): Driving licence and access to vehicle |

# 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): |

January 2025