

# 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

Job Title:	School Admissions and Transport Officer
Salary:	£31,537 - £34,434
Grade:	8
Hours:	37 per week. We are open to discussions about flexible working.
Team:	Schools and Settings (Sufficiency)
Service Area:	Admissions and Transport
Primary Location:	<i>County Hall, Oxford OX1 1ND and home based</i>  <i>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</i>
Budget responsibility:	N/A
Responsible to:	Team Leader – Home-to-School Transport Eligibility
Responsible for:	N/A
Political Restricted Post:	N/A

### Job Purpose

To work as part of a dedicated team delivering the Home-to-School Transport (HTST), School Admissions, and Free School Meals (FSM) services across Oxfordshire. The postholder will ensure accurate, timely administration of applications and assessments for mainstream and SEND transport, school admissions, FSM entitlement and the appeals process.

The role requires the ability to interpret and apply the relevant legislation, statutory codes, and local policies, and to provide clear advice to families, schools, and partners and to build an expertise in the areas of Home-to-School Transport and the council's appeals processes.

The postholder will work closely with the Team Leader and Senior Officers, supporting them with casework, data management, process improvements, preparation of appeal documentation, and responses to complex or sensitive enquiries, and will present accurate information about how individual applications and multiple applications were administered to a Senior Officer or the Admissions & Transport Services Manager as required.

They will ensure all information is handled securely and in line with GDPR and contribute to the safeguarding and welfare of children and young people in accordance with local procedures.

## Job Responsibilities

- Process and assess HTST applications for both mainstream and SEND children, ensuring decisions are made accurately, consistently, and in accordance with the Education Act, statutory guidance, and the Council's Transport Policy.
- Administer School Admissions applications and manage associated tasks such as waiting lists, school allocations, and the coordination of required information with parents, schools, and partner agencies.
- Prepare high-quality, accurate paperwork for both School Admissions and HTST appeal panels, ensuring content is clear, factual, compliant with statutory frameworks, and completed within required timescales.
- Provide support and advice to Presenting Officers, and attend Admissions or HTST appeal hearings as needed to build knowledge of panel expectations and appeal processes.
- Determine eligibility for FSM using the Department for Education's Eligibility Checking System, ensuring timely and accurate updates for schools and families.
- Confidently communicate transport, admissions, and FSM legislation, procedures, and decisions to parents/carers, elected members, military families, headteachers, school governors, and other professionals, using clear written, verbal, and face-to-face communication.
- Make evidence-based assessments on HTST eligibility, including applications based on distance, low income, SEND, and unsafe walking routes, escalating to Senior Officers, the HTST Eligibility Team, or Road Safety Officers where appropriate.
- Provide specialist advice and guidance to parents/carers, schools, social care, the police, elected members, and other services on matters relating to School Admissions, HTST eligibility, FSM and related appeals.
- Ensure accurate and secure record-keeping using the County Council's electronic systems (including Liquidlogic EYES), and maintain complete and compliant files relating to applications, correspondence, decision-making, and appeal documentation.
- Manage team mailboxes, responding to enquiries promptly, accurately, and professionally, and escalating issues where needed.
- Request additional information or evidence from parents, schools, or colleagues to support applications for school admissions, HTST, FSM entitlement, and appeals.
- Assist the Team Leader and Senior Officers with routine and ad-hoc administrative tasks, which may include preparing information for publication, supporting implementation of new processes, gathering data for complaints or FOI responses, or contributing to service improvements.
- Attend meetings, training sessions, school events, or conferences, which may occasionally take place outside normal working hours. Time off in lieu will be provided in accordance with Council policy.
- Store and dispose of all admissions, HTST, and FSM information securely, in full compliance with GDPR and data retention policies.
- Carry out any other duties appropriate to the grade that support the effective operation of the Admissions, Transport, and FSM functions.

## 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.

<b>Essential Criteria</b>	<b>Assessed By:</b>
Educated to GCSE standard or equivalent (including Maths and English Grade A* to C or equivalent)	D
At least 2 years’ experience of working in a high-volume administrative or case-handling environment, delivering accurate and timely work to statutory or fixed deadlines.	A/I
Strong analytical skills, with the ability to interpret policies, apply eligibility criteria, and make sound, evidence-based decisions.	A/I
Excellent written communication skills, including the ability to prepare clear, accurate, well-structured statements, correspondence, and appeal documentation.	A/I
Confident verbal communication skills, with the ability to explain complex rules, policies, and decisions to parents/carers, elected members, schools, and partner agencies.	A/I
Ability to manage sensitive information securely, demonstrating a clear understanding of confidentiality requirements and GDPR responsibilities.	A/I
Experience of handling challenging or emotional enquiries, maintaining professionalism, fairness, and consistency.	A/I

High level of accuracy and attention to detail, particularly when processing applications, managing data, or documenting decisions.	A/I
Strong organisational and time-management skills, with the ability to prioritise competing workloads and meet statutory timelines.	A/I
Ability to interpret and follow statutory guidance, policies, and procedures, and apply them consistently to individual cases.	A/I
Proficiency in using IT systems, including databases, case management systems, and Microsoft Office applications (Word, Excel, Outlook).	A/I
Ability to build and maintain effective working relationships, working collaboratively with colleagues, schools, partner agencies, and senior officers.	A/I
Commitment to safeguarding and promoting the welfare of children and young people, understanding how this responsibility applies within the role.	A/I

<b>Desirable Criteria</b>	<b>Assessed By:</b>
Experience of working within a local authority education, admissions, transport, or safeguarding environment, or in another setting with statutory decision-making responsibilities.	A/I
Knowledge of Home-to-School Transport legislation, School Admissions Codes, or Free School Meals eligibility frameworks, or a willingness to learn and apply these quickly.	A/I
Experience preparing formal written statements or reports (e.g., appeal statements, decision letters, case summaries) for senior officers or external panels.	A/I
Experience using case management systems, ideally Liquidlogic EYES or other comparable database systems, to record decisions and manage workflows.	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](#)

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

<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's and Adults Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check without an Adult/Children's barred list check
<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Children's Barred List	<input type="checkbox"/>	Enhanced Disclosure and Barring Service check with Adults Barred List
<input type="checkbox"/>	Standard Disclosure and Barring Service check	<input type="checkbox"/>	Basic Disclosure

<input type="checkbox"/>	Disqualification for Caring for Children (Education)	<input type="checkbox"/>	Overseas Criminal Record Checks
<input type="checkbox"/>	Prohibition from Teaching	<input type="checkbox"/>	Professional Registration
<input type="checkbox"/>	Non police personnel vetting	<input type="checkbox"/>	Disqualification from Caring
<input type="checkbox"/>	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).

<input type="checkbox"/>	Provision of personal care on a regular basis	<input type="checkbox"/>	Driving HGV or LGV for work
<input type="checkbox"/>	Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects	<input type="checkbox"/>	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)
<input type="checkbox"/>	Working at height/ using ladders on a regular/ repetitive basis	<input type="checkbox"/>	Restricted postural change – prolonged sitting
<input type="checkbox"/>	Lone working on a regular basis	<input type="checkbox"/>	Restricted postural change – prolonged standing
<input type="checkbox"/>	Night work	<input type="checkbox"/>	Regular/repetitive bending/ squatting/ kneeling/crouching
<input type="checkbox"/>	Rotating shift work	<input type="checkbox"/>	Manual cleaning/ domestic duties
<input type="checkbox"/>	Working on/ or near a road	<input type="checkbox"/>	Regular work outdoors
<input type="checkbox"/>	Significant use of computers (display screen equipment)	<input type="checkbox"/>	Work with vulnerable children or vulnerable adults
<input type="checkbox"/>	Undertaking repetitive tasks	<input type="checkbox"/>	Working with challenging behaviours
<input type="checkbox"/>	Continual telephone use (call centres)	<input type="checkbox"/>	Regular work with skin irritants/ allergens
<input type="checkbox"/>	Work requiring hearing protection (exposure to noise above action levels)	<input type="checkbox"/>	Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres)
<input type="checkbox"/>	Work requiring respirators or masks	<input type="checkbox"/>	Work with vibrating tools/ machinery

<input type="checkbox"/>	Work involving food handling	<input type="checkbox"/>	Work with waste, refuse
<input type="checkbox"/>	Potential exposure to blood or bodily fluids	<input type="checkbox"/>	Face-to-face contact with members of the public
<input type="checkbox"/>	Other (please specify):		

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