

Ambitious Stockport, creating opportunities *for everyone*



**Thinking
Stockport**



**Achieving as a
Team**



**Working with
Ambition**



**Showing everyone
Respect**

Job Profile and Working for Stockport

Our Council

Our employees are our **greatest asset**. We're proud of the way we provide vital frontline services every day and work together, as **one team**.

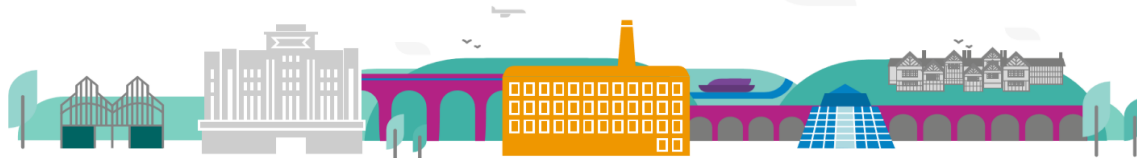
Our 4 **core values** as shown above, run through everything that we do, and we aim to stay **true** to them regardless of the challenges that we may face.

To **support** our values, we have policies, guidance and procedures around health, safety and welfare, customer care, emergency planning and security that all our **colleagues** are adhering and working to.

We also **pride** ourselves on our commitment to wellbeing and inclusivity of our colleagues and residents.

You can find out more about working for Stockport Council and some of the benefits that we offer our employees at <https://greater.jobs/locations/stockport/>





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About the Job

Role:

Admissions Technical Lead

Service Area:

Education

Directorate:

Services to People – Children's

Salary Grade:

SO2

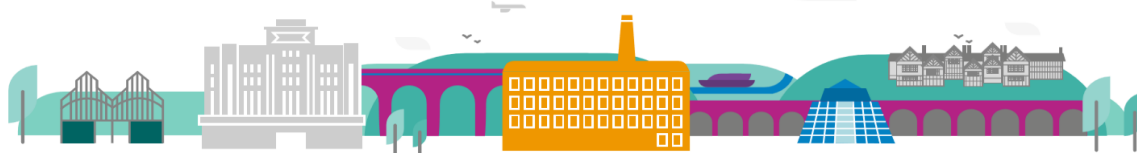
Main Purpose of the Job

As Admissions Technical Lead, you will provide technical leadership for the delivery of the Council's school admissions service. You will oversee admissions processes, manage and develop the admissions team, and ensure statutory requirements, policies and published admission arrangements are applied fairly, accurately and consistently.

You will provide expert advice on admissions and appeals, oversee complex admissions cases, and work closely with schools, families, Education Access colleagues and other services to support children's fair and equitable access to education. You will also support senior leaders with school organisation, school place planning and sufficiency projects.

Key Responsibilities

- Act as the technical lead for school admissions, interpreting legislation and guidance and providing advice to officers, headteachers, schools and other stakeholders
- Oversee the admissions processes managed or coordinated by the Council for nursery, reception, junior and secondary entry, together with in-year admissions.
- Ensure admissions processes are delivered fairly, consistently and in accordance with statutory requirements, supporting children's fair and equitable access to education
- Matrix manage a team of admissions officers, including allocating and monitoring workloads, holding regular team meetings and supporting staff performance and development.
- Plan and oversee the annual admissions cycle, ensuring statutory deadlines and service priorities are met and escalating risks or capacity issues where necessary
- Quality assure admissions decisions, correspondence, data and processes
- Provide technical oversight of complex admissions and Fair Access cases, working closely with Education Access colleagues and the Complex Admissions Officer to support timely and appropriate outcomes
- Prepare written statements of case and presenting the Council's case at admission appeal hearings



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- Provide technical advice and support to headteachers and schools on admissions legislation, processes, individual cases and admission arrangements
- Review and update admissions policies, procedures and guidance, interpreting and implementing legislative changes and new statutory guidance
- Coordinate consultations on admission arrangements and support the implementation and publication of determined arrangements
- Complete and quality assure statutory returns and other required information for the Department for Education
- Prepare responses to complaints, Freedom of Information requests and enquiries from MPs and councillors
- Support senior leaders with school organisation, school place planning and sufficiency projects.
- Build and maintain effective working relationships with schools, academy trusts, neighbouring local authorities and other Council services
- To work positively and inclusively with colleagues and customers so that the Council provides a workplace to deliver a service that does not discriminate against people on the grounds of their age, disability, gender reassignment, marriage, civil partnership, pregnancy, maternity, race, religion, belief, sex, or sexual orientation
- To fulfil personal requirements, where appropriate, with regards to Council policies and procedures, standards of attendance, health, safety and welfare, customer care, emergency, evacuation, security and promotion of the Council's priorities

Additional Information

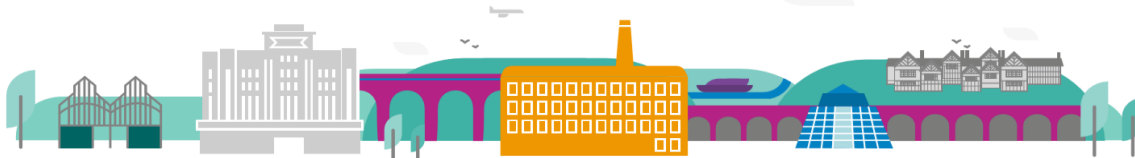
The responsibilities set out in this document, in the advert and any additional information are intended to provide a flavour of the work you will carry out. It is not possible to include everything you will be asked to undertake, and we expect all colleagues to work flexibly according to business needs and to enhance your own development. Your skills, abilities and training needs will be taken into account and discussed with you when any significant changes to your role are needed. In line with our flexible approach, you may be required to work from home for a proportion of your time or from any of the Council's sites across the borough.

The Council is an inclusive employer and holds the Disability Confident and Armed Forces Covenant accreditations. If you have a disability, we will support you by implementing reasonable adjustments to enable you to perform your role.

About You

Please use your application to tell us how well you meet the criteria listed below as these are the key skills, experience, technical expertise and qualifications needed to be successful in the role. We will then use all the information you provide in your application to help us decide whether you are shortlisted for interview. Any interview questions or additional assessments such as tests or presentations may also be broadly based on these criteria:

- Experience of school admissions, education access or other statutory or regulatory service



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- Knowledge of school admissions legislation, statutory guidance and processes is desirable, but not essential
- Experience of managing a diverse workload, projects or cyclical processes to achieve objectives to required timescales and quality standards
- Effective organisational skills, with the ability to prioritise competing demands, plan ahead and maintain oversight during periods of pressure
- Experience of supervising, supporting or coordinating the work of others to achieve team objectives and maintain service standards
- Effective interpersonal, negotiating and influencing skills, with the ability to build constructive working relationships and resolve difficult issues
- Experience of reviewing and improving operational processes, guidance or procedures to support an efficient, consistent and high-quality service
- Ability to make sound, fair and evidence-based decisions in complex or sensitive cases, assessing risk and knowing when to escalate
- Strong analytical skills, with experience of interpreting data and information, identifying key issues, evaluating options and recommending practical solutions
- Effective oral and written communication skills with the ability to explain complex information clearly and produce accurate, high-quality correspondence, reports and guidance for different audiences
- Working to the Council's values and behaviours by:
 - Keeping the people of **Stockport** at the heart of what we do
 - Succeeding as a **team**, collaborating with colleagues and partners
 - Driving things forward with **ambition**, creativity and confidence
 - Showing value and **respect** to our colleagues, partners and customers