
Your job

Job Title: School Organisation and Admissions Assistant

Service: Childrens Services - Education

Grade: G4

Reporting to: Admissions Manager

The post sits within the School Organisation Team of the Education Department. This service is responsible for the demand and supply of school places within the borough. That children are allocated places at schools and where parental preference cannot be met, parents are aware of their right of appeal.

The role includes the accurate allocation of school places, offering the right of appeal when refusing school places, being involved with School Organisation proposals when required and offering advice and guidance to schools, parents, Councillors and other professionals regarding School Organisation and Admissions issues.

You will be required to build and maintain professional relationships with schools to ensure the timely admission of children.

Mandatory Statement

The Council is committed to complying with European General Data Protection regulations (UKGDPR) and meeting the requirements of the Information Commissioner's office (regulating data protection compliance in the UK). It is your responsibility to ensure that the work you undertake is compliant with the General Data Protection regulations.

Wigan Council is an active, strong, and committed corporate parent. As a priority, all employees have a responsibility towards the children we look after and care leavers, not just those employed by the Children's Directorate.

In this job you will:

In the next 12 months, you will:

- Develop an understanding of the School Admissions and Appeals process, ensuring that statutory deadlines set out in guidance are met.
- Process admissions to primary and secondary schools and administer the appeals process
- Follow up applications with allocated schools to ensure that children are admitted without delay.
- Assist the School Organisation Officer with processing applications, accurately applying admissions criteria and queries relating to main admissions rounds (children starting in Reception Class and Children Transferring from Primary to Secondary School).
- Produce statistics for in-year applications received during each school term.
- When required be involved with School Organisation proposals.

On an ongoing basis you will:

- Maintain an up to date knowledge of policy and procedures within the service areas for school admissions, appeals, organisation and asset management in order to advise parents and schools.
- Manage your workload effectively and efficiently
- Deliver high standards of customer service
- Work across the service area as demand requires
- Positively contribute to team activities to promote high levels of service by back from schools.

Ensure you operate within GDPR guidelines by regularly reviewing data held and destroying information in line with retention schedules

In this job you will need:

You must be able to demonstrate the following essential requirements:

- Have experience of undertaking a range of administrative tasks
- Have practical experience of using various IT packages e.g. Capita ONE, Word, Excel, GIS
- Have the ability to demonstrate attainment at NVQ level 2 or experience in administration or school admissions.
- Have an awareness of confidentiality and data protection at all times

- Have good communication skills to respond to general and specific enquiries related to the service area
- Be able to deliver an effective, customer focused and quality service
- Be able to complete work accurately and able to demonstrate attention to detail
- Have the ability to manage own workload in accordance with team plans and schedules

Our Culture

For us, it's not just about all we achieve as an organisation, but how we do it. Therefore, all employees are expected to display our **TeamWigan** behaviours.

Be Positive	“ Take pride in all that you do and support and develop yourself and others. ”
Be Accountable	“ Be responsible for making things better, enabling change and supporting improvement. ”
Be Courageous	“ Be open to doing things differently and working collaboratively with others. ”
Be Kind	“ Be helpful, generous and thoughtful towards yourself and others. ”