



**LONDON BOROUGH OF MERTON**  
**CHILDREN, SCHOOLS & FAMILIES DEPARTMENT**  
**JOB DESCRIPTION**

**POST TITLE: School Admissions Team Manager**

**Grade: ME14**

**DIVISION/SECTION: Contracts & School Organisation**

**Location: Merton Civic Centre**

**Responsible to: Head of Contracts & School Organisation**

**Responsible for:** *5 staff, management of the service budget and home to school transport budget codes*

**Post number:**

**Date: 27 July 2018**

**1. MAIN PURPOSE**

To lead the School Admissions team and in doing so have responsibility for the strategic development and operational management of all matters concerning the School Admissions process function in administering the offer of school places, admissions appeals, free school meals and home to school transport.

**2. MAIN DUTIES AND RESPONSIBILITIES**

**Management and Training**

1. To have responsibility for the strategic development of all matters concerning school admissions
2. To have the responsibility for the management of all matters in accordance with Council procedures

3. To manage and supervise staff within the unit for the efficient and effective delivery of the service, including professional development, staff deployment, training and appraisal
4. To determine the priorities in workload and plan appropriate work patterns in order for tasks for admissions and related matters to be carried out within the statutory frameworks
5. To be responsible for ensuring that developments are managed to provide an effective and efficient service for schools and the general community and that all staff are aware of, and comply with, issues relating to customer care.
6. To have responsibility for identifying, implementing and evaluating targets relating to the section as proposed in the Business Plan
7. To provide accurate information and statistics relating to pupil placements and appeals to the Head of Contracts & School Organisation, Department for Education and LIAAG
8. To devise strategies to monitor the service delivery of the section
9. To contribute to the efficient functioning of the CME (Children Missing Education) Panel
10. To manage the administration of the Hard to Place Panels, and lead annual reviews of the policies
11. To represent the LA at the London Inter Authority Admissions Group (LIAAG)
12. To provide an annual report to the Schools Adjudicator within the statutory requirements
13. As part of the Extended Education SLT, contribute to wider policy development across the department

### **Budget Management**

14. To manage the cost centre budgets (School Admissions and Home to School Transport)
15. To identify the size and demand placed on the budget, including travel. Work within this budget, provide budget forecast information as required, including projections of over and underspend. Responsible for ensuring any significant budget variations are acted upon and that the service head is informed.

16. To manage the co-ordination of the financial arrangements for pupils reintegrated through the Hard to Place Panel, ensuring that they are carried out effectively and efficiently in collaboration with Finance

### **Policy and Procedures**

17. To identify Government policy concerning admissions, travel and free school meals and action appropriate development of policy for Merton
18. To set policy and manage the monitoring arrangements (in liaison with the Education Welfare Service) the authority's pupil placements and transfer arrangements (other than appeals)
19. To devise strategies and implement action to ensure that unplaced pupils are accommodated at the commencement of the school year
20. To plan and prepare the LA's admission booklets. To be responsible for the publication within statutory requirements.
21. To provide written/statistical/verbal/presentational information to the Hard to Place Panel and CME Panel
22. To ensure that all enquiries by phone and in writing from the public relating to issues affecting pupils in schools are answered in line with policy, following the Council's corporate guidelines on telephone enquiries and customer care
23. To undertake research and to write Committee reports concerning the annual review of admission arrangements for schools, incorporating the results of public consultation where appropriate
24. Monitor and respond to admission arrangements consultations from other admission authorities, and recommend appropriate referrals to the Schools Adjudicator
25. To have responsibility for the update and dissemination of legislation and statutory functions to CSF colleagues and schools for admissions and free school meals.
26. To develop and maintain effective channels of communication with personnel in internal departments and outside agencies, over the placement of difficult to place pupils
27. To produce annual schedules of school term and holiday dates in consultation with schools
28. To have responsibility for drafting LA publications on all matters relating to admissions, free school meals and travel
29. To develop efficient procedures for advice and information to parents

30. To draft responses to MP, Councillors, Freedom of Information requests, the Local Government Ombudsman and the Schools Adjudicator
31. To provide annual data returns to the DfE on admissions rounds and appeals

### **Planning for School Places**

32. To work in conjunction with the Head of Contracts & School Organisation to provide statistical information concerning patterns, trends and parental preference for the estimation of school capacity

### **Free School Meals**

33. To be proactive in working with schools to encourage responsibility for the management of Free School Meals
34. To ensure that all matters relating to Free School Meals entitlement are carried out within the agreed timescale
35. To notify schools and parents of any changes to benefits and procedures

### **ICT**

36. To identify the use and growth of ICT, in conjunction with other service users such as schools, ISS, Education Welfare and other Admission Authorities, both within and outside the borough, and to make recommendations
37. In conjunction with IT Services, review and plan for software packages to improve the efficient delivery of school admissions.