

Job Description

For Non-Streamlined Positions

This form is used to provide a complete description of the specific job (or role) and defines the skills, knowledge and abilities required to undertake the specific and generic role profile.

Section A: Specific Role Profile

The specific role profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the job role and a brief description of the main duties.

Role Details

Job Title:	Sessional School Admission Appeals Clerk	JEID	N0126
Salary Grade:	Scale H		
Team:	Corporate Legal – Adults and Education Team		
Service Area:	Law & Governance - Resources		
Primary Location:	Team is based in Shire Hall, Warwick. This post is home-based.		
Political Restriction	This position is not politically restricted.		
Responsible to:	Legal Service Manager		
Responsible for:	N/A		

Role Purpose

The provision of advice and support to independent appeal panels who deal with appeals against decisions to refuse admission to schools.

Role Responsibilities

- Undertaking pre-hearing activities to ensure hearings run smoothly; including reading the papers and checking the panel and parties have the correct paperwork, and, where hearings are in person, setting up the room and ensuring refreshments are available.
- Advising on the law and procedure at admission appeal hearings and producing a detailed and legible record of the hearing and the panel's deliberations and decision with reasons
- Advising the panel and parties on procedural issues
- Providing a reasoned decision letter and the required documentation in the appropriate format to the School Appeals Officer in a timely manner.
- Completing accurate timesheets for the appeals undertaken.
- As the clerk, acting as 'single point of contact' for the hearing and taking responsibility by seeking resolution for any issues arising.
- Assisting as appropriate with any challenges to panel decisions via the Local Government & Social Care Ombudsman, Department for Education or High Court.
- Attending and contributing to training and updating Panel members on the law and procedure relevant to school admission appeals.
- Contributing to the improvement of the School Appeals Service.

- Other duties as may be reasonably directed by the line manager.

Section B: Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job.

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

Essential Criteria

Assessed By:

Good standard of education	A/I
Ability to acquire understanding of legal framework and processes	A/I/T
Ability to deal with sensitive issues in a tactful manner	A/I/T
Ability to analyse potentially difficult situations quickly and act appropriately to bring matters back under control.	A/I/T
Ability to provide advice clearly and confidently to individuals and groups.	A/I/P/T
Excellent oral and written communication skills including the ability to take accurate notes and write clear and reasoned decision letters.	A/I/P/T
Effective administrative and ICT skills.	A/I/T
Ability to travel effectively throughout Warwickshire	A/I
Flexible in relation to working hours.	A/I
Availability for appeals during the months of March-July.	A/I

Desirable Criteria

Assessed By:

Legal qualification (Law degree, CILEX, LPC)	A/I
Experience of clerking inquiries or disciplinary meetings	A/I
Knowledge of law and guidance relating to school admission appeals	A/I

Section C: Working Conditions

The working conditions relate to those non-contractual elements of the job that may impact on the holder of the position, as well as those workplace-based responsibilities that are part of this job. These are not contractual but provide a guide to the working conditions and the potential hazards and risks that may be faced.

Health & Safety at Work

To take responsibility for your own health, safety and wellbeing, and undertake health and safety duties and responsibilities for your role as specified within Warwickshire County Councils Health and

Safety Policy, and all other relevant health and safety policies, arrangements, procedures, systems of work as specified for the post/ role.

Potential Hazards & Risks

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked). The purpose of recording this information on the job description is so that the health status of the potential and actual post-holders can be assessed with regard to the significant hazards and risks. These hazards and risks should be based on the appropriate activity, process and/or operation risk assessment whereby all of the significant risks are identified, recorded and appropriately controlled. The list below is therefore not an exhaustive list because it is the risk assessment that details all significant risks that could arise out of or in connection with the work activity, but any others will be identified in the 'other' section.

☐ 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 WCC 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
☐ Other (please specify):	