

Northumberland County Council  
**JOB DESCRIPTION**

<b>Post Title:</b>	<b>FIS/SA Adviser</b>	<b>Director/Service/Sector: Children's Services</b>		<b>Office Use</b>
<b>Band:</b>	<b>4</b>	<b>Workplace: County Hall</b>		<b>JE ref: 1280</b> <b>HRMS ref:</b>
<b>Responsible to: School Admissions Team Leader</b>		<b>Date:</b>	<b>Manager Level: 0</b>	
<b>Job Purpose:</b> For a given geographical area of the County: <ul style="list-style-type: none"><li>● Contribute to the implementation of the Information Duty (Section 12 Childcare Act 2006); Increase usage of formal childcare through the working tax credits and work towards meeting the Families First Standards</li><li>● Administer the allocation of school places and home to school transport.</li><li>● To provide detailed information, advice and support to families, parents, schools, officers and a range of other professionals on admission, transport and childcare issues</li><li>● To maintain electronic and paper records as appropriate in order to provide accurate management information for effective budget and service monitoring, and statutory external returns.</li></ul>				
<b>Resources</b>	Staff	No		
	Finance	No		
	Physical	Maintain database on school places		
	Clients	Schools, pupils and parents/carers		
<b>Duties and key result areas:</b> <ol style="list-style-type: none"><li>1. Provide a professional, customer-focused service in relation to a group of schools in a geographical area; to administer school admissions and the family information service independently, including carrying out Working Tax Credit estimations and signposting to relevant services. All this work needs to be undertaken in accordance with the appropriate legislation.</li><li>2. Provide a childcare telephone advice, support and brokerage service as appropriate to parent/carers. Identify barriers to children and families accessing childcare provision to inform the Childcare Sufficiency process.</li><li>3. Assist in raising awareness of the Families Information Service and Children and Young People's Directory, and organise and attend families and work-life balance information outreach events throughout the county where appropriate.</li><li>4. To act as the first point of contact on admissions, family information and transport issues for parents, schools and other professionals. Provide telephone advice and support in response to a variety of enquiries from parents, schools and professionals.</li><li>5. To administer the allocation of pupils in transfer groups including those with SEN, LAC and exclusions and ensure that the process is carried out within the Code statutory timescales. maintain co-ordination with neighbouring LAs</li></ol>				

6. Support the school admissions appeals process by assisting in the preparation of appeals submissions.
7. Support and establish good working relationships with childcare providers, schools, parents/carers, colleagues and other professionals.
8. To take personal responsibility for the maintenance of up to date and accurate electronic databases, personal records and paper filing systems, in order to ensure the reliability of information for statutory external returns.
9. Continually review, and contribute to the development and improvement of systems, processes and services in support of the Council's pursuit of excellence in service delivery
10. To provide general administrative support to Officers.
11. Participate in the identification of personal training and development needs and make full use of all training and development opportunities, being ready to share learning with others and to embrace feedback at all levels and welcome the opportunity to develop.
12. Adhere to the rules, procedures and Code of Conduct of the County Council.
13. Any other duties consistent with the nature, level and grade of the post as may be required.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

#### **Work Arrangements**

Transport requirements:	The post requires the post holder to travel to a variety of venues within the local authority area
Working patterns:	Full Time
Working conditions:	Office based with some off site working and some evening and weekend meetings

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PERSON SPECIFICATION**

<b>Post Title: FIS/SA Adviser</b>		<b>Director/Service/Sector: Children's Services</b>	Ref: 1280
<b>Essential</b>		<b>Desirable</b>	<b>Assess by</b>
<b>Knowledge and Qualifications</b>			
<ul style="list-style-type: none"> <li>GCSE Mathematics and English or equivalent</li> <li>Good general education, including sound key skills</li> </ul>		<ul style="list-style-type: none"> <li>NVQ level 3 on Public Administration</li> </ul>	
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Have sound knowledge of the local community and districts.</li> <li>Have good working-knowledge of all the schools in the local and surrounding areas</li> <li>Ability to use Microsoft Office and database</li> </ul>		<ul style="list-style-type: none"> <li>Experience of working in an education administrative setting</li> <li>Experience of school admissions and/or FIS procedures</li> <li>Dealing with the general public</li> </ul>	
<b>Skills and competencies</b>			
<ul style="list-style-type: none"> <li>Ability to report effectively both orally and in writing</li> <li>Numeracy Skills</li> <li>ICT/Keyboard skills, be able to understand and interpret simple data</li> <li>Effective communication skills with schools, settings and members of the public</li> </ul>		<ul style="list-style-type: none"> <li>Ability to work under pressure and manage own workload</li> <li>Knowledge of School Admissions and Appeals procedures and/or the Childcare market</li> </ul>	
<b>Physical, mental and emotional demands</b>			
<ul style="list-style-type: none"> <li>Listening, inter-personal and counselling skills.</li> <li>Commitment to the provision of a quality service to the general public, parents, headteachers, governors, County Council officers and members</li> <li>Ability to work as part of a team</li> <li>To organise and prioritise work; be able to work to tight deadlines</li> <li>A commitment to personal development</li> </ul>		<ul style="list-style-type: none"> <li>Experience of working in the public sector</li> </ul>	
<b>Other</b>			

- Access to transport whenever required
- Able to work outside normal working hours

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits