# EAST SUSSEX COUNTY COUNCIL JOB DESCRIPTION

# JOB TITLE: School Admission Appeal Clerk

# DEPARTMENT: Governance Services

# LOCATION: Countywide

# GRADE: [Local Managerial Grade 2](https://new.eastsussex.gov.uk/jobs/benefits/local-managerial-grades)

# RESPONSIBLE TO: School Appeals Manager

# Purpose of the Role:

To act as clerk to Independent School Admission Appeal Panels.

# Key tasks:

1. To be an independent source of advice on procedure, on both the School Admissions and School Admission Appeals Codes, and other relevant legal duties. Advice offered to be given in the presence of all parties in the school admission appeal hearing.
2. To help ensure that the appeal process is run in a fair, efficient, professional and confidential manner.
3. To assist the Panel Chair with the management of the hearing. The role will involve providing professional guidance to the Appeal Panel, Admission Authority and the appellants.
4. To remain with the Appeal Panel when they withdraw to consider the appeals they have heard. To record their decisions and to only offer advice on law and procedure and any factual points the Appeal Panel may need assistance with recalling.
5. To produce appeal decision letters. This will involve producing within a reasonable timeframe clear, accurate and comprehensive notes which record the proceedings, attendance, voting outcomes and panel decisions with reasons.
6. To provide additional notes and comments on appeals which maybe the subject of further queries or complaints or investigations by the Local Government Ombudsman/Education Funding Agency or other legal proceedings.
7. To liaise with and provide feedback both before and after a hearing as appropriate to the School Appeals Manager on issues relating to appeal case papers, the performance of appeal panel members, the service provided at appeal hearing venues and any other matters which might impact on the running of a fair and efficient service.
8. To contribute towards the development of the appeals service by attendance at team meetings with the School Appeals Manager and other clerks on an ad hoc basis and by actively participating in the clerk peer review process.
9. Working with the Schools Appeals Manager, to keep up-to-date with the latest developments in the field and to help deliver training for panel members and new clerks on all aspects of the codes and related legislation.
10. To inform the School Appeals Manager as quickly as possible about any potential conflicts of interest.
11. To ensure you keep the School Appeals Manager informed about your availability for clerking school appeals.
12. To apply consistently the principles of Equal Opportunities, as embodied in the County Council’s policies and practices throughout the duties outlined above and as also set out in relevant admission appeals legislation.
13. To undertake available training opportunities as required by law and show a commitment to continuous development, to maximise your potential and ensure the efficient and effective delivery of County Council services.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

# EAST SUSSEX COUNTY COUNCIL PERSON SPECIFICATION

# Essential key skills and abilities

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| These criteria will be assessed at the application and interview stage |
| * Excellent written and oral communication skills. Clerks will be able to present in writing in a concise and accurate manner for decision letters and other purposes the findings of appeal panels and be able to address the hearing in a professional manner on relevant procedural/legal matters.
* An ability to understand, follow and explain sometimes complex legal and procedural processes.
* Accurate and able to work to tight deadlines
* Ability to remain calm, professional and objective in sometimes demanding situations
* Punctual and reliable
* Able to work unsupervised
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# Essential education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Good standard of education.
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# Desirable education and qualifications.

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| These criteria will be evidenced via certificates, or at interview |
| * Legal or educational qualifications
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# Essential knowledge

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| These criteria will be assessed at the application and interview stage |
| * Whilst a knowledge of the School Admissions Code, School Admission Appeals Code and other relevant legislation and guidance is essential, it is not a requirement that candidates have this knowledge before applying for the post as training will be given.
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# Desirable knowledge

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| These criteria will be assessed at the application and interview stage |
| * A knowledge of appeals law and guidance
* A knowledge of equalities legislation
* A knowledge of the general educational and local government framework within which appeals happen
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# Essential experience

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| These criteria will be assessed at the application and interview stage |
| * Experience working in a professional capacity in formal meetings/hearings.
* Experience of producing reports/minutes or other written communications under pressure.
* Working under own initiative
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# Desirable experience

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| These criteria will be assessed at the application and interview stage |
| * Working as a clerk or legal adviser for other tribunals.
* Experience as a teacher or other related educational professional
* Working with interpreters
* Working with minority groups
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# Other essential criteria

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| These criteria will be assessed at the application and interview stage |
| * Able to remain calm under pressure
* Empathetic and sensitive
* Conscientious and reliable
* Assertive and diplomatic
* Enjoy developing a rapport with a wide range of people
* Able to travel throughout East Sussex to appeal venues and for meetings at Council facilities
* Available all year round, especially between April and August
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# Other desirable criteria

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| These criteria will be assessed at the application and interview stage |
| * Enjoy finding solutions to problems
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**Date (drawn up):**

**Name of Officer(s) drawing up person specifications:**

**Job Evaluation Reference:**

Health & Safety Functions

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you are applying for. This information will help you if successful in your application identify any health-related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

| **Function** | **Applicable to role**  |
| --- | --- |
| Using display screen equipment  | Yes |
| Working with children/vulnerable adults | No |
| Moving & handling operations | No |
| Occupational Driving | No |
| Lone Working | Yes |
| Working at height | No |
| Shift / night work | No |
| Working with hazardous substances | No |
| Using power tools | No |
| Exposure to noise and /or vibration | No |
| Food handling | No |
| Exposure to blood /body fluids | No |