

Role Profile Addendum

Job Title:	Admissions & Transport Manager
Role Profile Reference Number:	MUL155
Role Profile Title	Service Manager IV
Directorate	Education and Skills
Service area	Children's Services

Specific responsibilities associated with this position

- Lead statutory school admissions, Fair Access, and home-to-school transport functions, ensuring compliance with legislation and good practice, including policy development and appeals processes.
- Engage senior leaders, elected members and headteachers on proposals for policy change, presenting risks, mitigations, and opportunities in response to local and legislative developments.
- Ensure all admission authorities comply with legal requirements, challenging non-compliance where necessary, liaising with regional/national partners, and referring cases to the Office of the Schools Adjudicator when appropriate.
- Coordinate and manage home-to-school transport systems, processes and budgets, optimising resources, managing demand, and support reduction in expenditure while maintaining service quality.
- Act as lead contact for admissions and transport systems, ensuring accurate data management and integration with GIS and contribute strategic insight to school place planning to secure sufficient local provision.

Specific person specification associated with this position

- Expert knowledge of the School Admissions Code, statutory transport guidance, and associated legislation.
- Proven experience in managing statutory appeals processes, including preparing and presenting cases in formal hearings.
- Strong ability to engage and influence senior stakeholders, including headteachers, elected members, and multi-agency partners, to achieve compliance and resolve contentious issues.
- Advanced ICT proficiency, including specialist admissions and transport systems, data analysis tools, and integration with GIS platforms.
- Demonstrable capability in budget management and resource optimisation within a statutory framework, delivering cost efficiencies and service improvements.
- Project management experience in implementing service change and transformation, ensuring delivery of strategic priorities.

Other requirements for this position

- **Politically Restricted Posts:**

Is this post politically restricted? No

- **Lone Working:**

Will the postholder be required to work alone? No

- **Supplementary Payments (eg Recruitment & Retention payment):**

Is there any approved salary supplement in place for this role? No

- **DBS Check:**

Will the postholder require a DBS check? Yes (Basic)

For P & R Use Only:

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Date Saved: