



# Senior Post-19 Administrator & Admissions Officer

Job Description & Person Specification

**BeyondAutism Post-19**

**October 2023**

Registered Charity No. 1082599  
020 3031 9705  
[beyondautism.org.uk](https://beyondautism.org.uk)

 **BeyondAutism**

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# About BeyondAutism

We are experts in delivering autism education services from pre-school to 25. BeyondAutism is a non-profit organisation, driving change in the world of autism education to ensure autistic children and young adults access an education which empowers a life full of choice, independence and opportunity. We do this by creating positive educational experiences, training for the professional team around a child, and information, resources and support for families and carers.

## Our services:

We deliver rapid and sustained outcomes in our Early Years' service by working with parents and children together. Empowering parents to feel resilient and confident in meeting the needs of their child leads to aspirational, informed choices creating a positive and successful step into primary education.

Our schools and Post-19 service have a specialist curriculum that ensures sustained success beyond the age of 25, setting children and young adults up with the skills and independence to lead a life of their choosing. Children with an EHCP are up to six times more likely to be excluded for a fixed period or permanently than pupils with no special educational needs.<sup>1</sup> The majority of these pupils will have autism alongside other communication and learning difficulties.

We're activating networks and building local capacity with our solution focused Outreach team; and our unique Fast Responder service is working at the point of crisis to change the national picture and reduce school placement breakdown.

## Our values

At BeyondAutism we are:

### Dedicated to delivering excellence

Developing expertise, outstanding services and positive engagement, always seeking to go above and beyond expectations.

### Committed to Behaviour Analysis, underpinned by the science of Applied Behaviour Analysis and Verbal Behaviour

Contributing to research and ensuring our staff continually develop and share best practice that ensure aspirational outcomes are achieved for autistic individuals.

### Respectful

Embracing diversity, showing integrity, acting with compassion and always treating people with dignity.

### Proud to challenge

Listening, changing thinking, shifting attitudes and educating.

## Job overview

- Often the first point of contact for families, you will be at the heart of BeyondAutism Post-19, ensuring that families receive the support they need
- You will work alongside multiple departments within the organisation and external stakeholders such as Local Authorities to ensure the smooth running of the service
- Efficient, well organised and flexible, the learners' interests will always be at the forefront of your work

# What we can offer you

You can find a very rewarding career with BeyondAutism. As well as being part of a team delivering life-changing services, we offer multiple and generous benefits to employees.



## Pension scheme \*

We offer a competitive pension scheme via salary exchange of 3, 4 or 5% and match your contribution.



## Term-time only roles

We have a number of jobs in term time only, perfect for those returning to work after a career break or for parents with young children.



## Season ticket loan \*

We can loan you the cost of your season ticket, repaid through monthly salary deductions for the period of the season ticket or less. Maximum period 12 months. Maximum loan £5000.



## Bicycle loan \*

We can loan you the cost of purchasing a bike for the purpose of cycling to work. Up to a maximum value of £1000, repayable over a period of 12 months or less.



## Continuing Professional Development (CPD)

Further education opportunities including Masters, RBTs, diplomas and certificates; and opportunities for membership for relevant professional bodies.



## Professional Membership fees

Reimbursement of the cost of annual professional membership fee where continued membership registration is a requirement of your role.



## Onsite counsellor

One counsellor working across our sites offering confidential 1:1 counselling sessions.



## Perkbox

Access to an online perk scheme which gives you your pick of over 200 great discounts and freebies such as a free monthly hot drink from Cafe Nero, discounts on high street shopping and great price cinema tickets.



## Employee Assistance Programme

Free access to a 24/7 confidential counselling support, including opportunity for face-to-face support.



## Employee Referral Programme

Generous £400 thank you payment when you refer somebody into one of our open vacancies.



## Eyecare vouchers

Vouchers to cover the cost of an annual eye examination and single-vision spectacles, if needed.

Benefits marked with (\*) are contractual benefits open to staff who have been in post for three months or more.

## Skills Required

- As the first point of contact, the post holder will need to possess excellent communication skills. The image of BeyondAutism and its services relies heavily on the ability of the post holder to communicate effectively and sympathetically with a wide variety of people including Parents/Carers, Local Authorities, Transport Providers, Staff and Supporters. The post holder must have an excellent telephone and personal manner and be an efficient operator who is a team player and works well under pressure. You must be able to stand by what you say to LA's, professionals, families and other external stakeholders when discussing their young adult. If you say you will do something, it must be completed in the time frame.
- Taking on routine tasks without being asked to, completing them and providing resulting documents to the relevant individual.
- Must have some SEN Law knowledge (regulations and time frames and requirements from LA's and schools).
- Time management skills: The post requires excellent time management and organisational skills to be able to deal with a multitude of tasks and to set and manage priorities appropriately.
- Flexibility and adaptability: The post will require travel between the Post-19 hubs and someone who is able to work with different teams in different locations.
- Information Technology skills: competent in the use of most Microsoft Office applications including Outlook, Word and Excel and a confident attitude to the development of new IT capabilities as required.
- Problem solving skills: the role requires the ability to use initiative to sift information, identify possible approaches and solutions and then to make pragmatic change.
- You will be required to make decisions in the moment based on the situation and you should be able to justify the reasons why you took that decision/step.

## Main Duties and Responsibilities

### Admissions

- Review consultations, attend admissions panel meetings, keep track of outcomes and follow up on actions needed.
- To be responsible for the admissions process of BeyondAutism Post-19. This includes managing student enrolment and termination of placement.
- To be responsible for obtaining student records and transferring files should the student transition.
- Coordinate all inquiries, visits and applications for places at BeyondAutism Post-19.
- Manage an effective daily liaison with the Finance Director, Director of Education, Head of Post-19, Deputy Head of Post-19, Pastoral Lead, HR and relevant teaching staff to ensure all relevant information is passed on and to ensure the smooth running of the admissions process as often as possible.
- Liaise with the Finance Department regarding registration, enrolment and tuition fee payments
- Where appropriate liaise with BeyondAutism Sixth Form to ensure a smooth transition between services.
- Liaise with prospective parents and carers, responding to queries on a daily basis, including receiving and monitoring calls (mobile and onsite).
- Provide information on our services, including collating and distributing information packs to potential parents, carers and students.
- Passing Local Authority inquiries to the Head of Post-19 or the Finance Department as necessary.
- Preparing all Local Authority correspondence in relation to admissions and transport, ensuring all correspondence approved before it is submitted to the Local Authority - using the approved templates in place.
- To manage the procedures relating to student transfers from Sixth Form to Post-19 in accordance with the Admissions Policy.
- Lead and arrange Open Mornings, Coffee Mornings, Parents Evenings or other special events as required by the Head of Post-19.
- Help to ensure the first day is a positive experience for all new families.

# About the role

## College leaver's process

- Ensure leaving families are aware of departure deadlines and formalities.
- Confirm receipt of leaving form with parents.
- Confirm leavers have no outstanding finance matters with the Finance Department.
- Monitor current service roll numbers and potential joiners and leavers and provide data to allow the Finance Director to estimate future student/customer numbers.
- Provide relevant information to allow the database to be updated whenever new information is received or changed: New Student Record, Leavers Form, Change of Contact details.

## Admissions database

- To be responsible for managing and maintaining SchoolPod and the admissions database with regard to all student records.
- Input student data into management information systems.
- Analyse data and producing appropriate reports where required.
- Have excellent knowledge of college and other service procedures to carry out all administrative duties in a timely and efficient manner ensuring all deadlines are met.

## Services management

- In addition to essential admissions responsibilities, the Admissions Officer may be required to welcome parents and visitors, answer questions, deal with problems or direct them to staff, as appropriate.
- To support the Senior Leadership Team in the day-to-day running of Post-19.

## Administration support for EHCP

- Manage the schedule for EHCP Annual Review meetings in liaison with the Pastoral Lead.
- Systematically review the schedule and make modifications having consulted with SLT.
- Liaise with the LA EHCP coordinators.
- In liaison with the Head of Pastoral, ensure that paperwork is accurate, completed to a high quality and in a timely manner as determined by the schedule.
- Monitor that the relevant staff have completed all paperwork as part of the schedule.
- Contact parents and ensure arrangements are clear for them to attend EHCP meetings.
- Liaise with SaLT and OT and ensure that they update reports for students.
- Liaise with college staff involved with Annual Reviews.
- Liaise with Pastoral Lead to ensure that families have had their input for Section A.
- Liaise with Pastoral lead to ensure that the students voice is heard, usually through the 'All about Me' section.
- Ensure documentation is ready 2 weeks prior to the meeting and sent to all attendees of the annual review.
- Liaise with Pastoral Lead and Behaviour Analysts to ensure that all paperwork has been completed and the meeting notes and actions updated and forwarded to the LA.

## Providing reception support when needed, including:

- Receiving, signing in and dealing with or directing students, parents and other visitors as appropriate.
- Operating the Post-19 phone line, transferring calls, or taking and delivering messages as needed.
- Arranging meetings and managing diary of Senior Leadership Team (SLT).
- Minute taking of meetings as needed.

## General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism and its services.
- To operate and comply with the provisions of the Data Protection Act 1998, GDPR regulations and relevant BeyondAutism policies during the course of undertaking the role.
- To safeguard children, young people and adults at risk at all times.
- To undertake training as required.
- To undertake additional tasks as directed by the Head of Post-19.

## Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- Behaviour Analysis in-house basic training.
- Health and Safety Officer.
- Fire Officer.
- Line management training (if required).

# What you will bring to the role

We are looking for passionate and dedicated people who want to make a truly positive impact on autistic peoples' lives. Working as part of a team you will provide excellent teaching to autistic students, shaping their educational journey.

	Essential	Desirable
Education & qualifications	<ul style="list-style-type: none"> <li>• Good level of educational attainment up to A level.</li> <li>• 5 GCSEs or equivalent. Passes in Maths and English at grade C or above.</li> </ul>	<ul style="list-style-type: none"> <li>• Secretarial qualification.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Experience of general office tasks (e.g. scanning, filing, setting up basic databases and mailing lists, answering telephone queries, conducting basic research).</li> <li>• Solid administration experience.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working for a charity.</li> <li>• Experience of working in an educational setting.</li> <li>• Experience as an Administrator.</li> <li>• Experience as a PA.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Strong Microsoft Office skills (including Word and Excel).</li> <li>• Excellent communication and interpersonal skills.</li> <li>• Strong administrative, time management and organisation skills.</li> <li>• Good team working skills.</li> <li>• Ability to compose clear and concise letters and e-mails.</li> <li>• Accuracy and attention to detail.</li> <li>• Positive and enthusiastic attitude.</li> </ul>	
Abilities	<ul style="list-style-type: none"> <li>• Able to quickly develop excellent working relationships with a range of people.</li> <li>• Ability to research information efficiently.</li> <li>• Literate, numerate and articulate.</li> </ul>	
Essential personal qualities	<ul style="list-style-type: none"> <li>• Able to take initiative.</li> <li>• Commitment to high standards of work.</li> <li>• Flexible, adaptable and able to relate well to different types of people.</li> <li>• A commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>	

<b>SALARY SCALE:</b>	£26,520 - £28,980
<b>HOURS:</b>	Full time (Monday to Friday, 9.00am to 5.00pm with 30 minutes lunch).
<b>ACCOUNTABLE TO:</b>	Head of Post-19
<b>LOCATION(S):</b>	To rotate between all Post-19 Hubs: <ul style="list-style-type: none"> <li>• The Hub St.Albans, 2 Margravine Road, London, W6 8HJ</li> <li>• BeyondAutism Post-19 Wandsworth Hub, 14 Enterprise Way, Wandsworth, London, SW18 1FZ</li> <li>• BeyondAutism Post-19 Riverside Hub, 1 Enterprise Way, Wandsworth, London, SW18 1GA</li> </ul>
<b>PROBATIONARY PERIOD:</b>	Four months (16 working weeks)
<b>HOLIDAY:</b>	25 days, rising with service up to a maximum of 28, to be taken during school holidays, plus bank holidays (could be taking during term time at the discretion of Line manager)
<b>HOW TO APPLY:</b>	<p>If you're interested in applying for the role, please send your CV and covering letter to <a href="mailto:recruitment@beyondautism.org.uk">recruitment@beyondautism.org.uk</a>.</p> <p>Your cover letter should include:</p> <ul style="list-style-type: none"> <li>• Why you are interested in applying for this role</li> <li>• How your skills/experience meet the requirements of the person specification</li> </ul> <p><b>If selected for interview you will be required to fill out a full application form for safer recruitment purposes.</b></p>

If you would like to know more or ask a question please email [recruitment@beyondautism.org.uk](mailto:recruitment@beyondautism.org.uk).

BeyondAutism is proud to be an equal opportunity workplace. We are committed to equal employment opportunity regardless of ethnicity, religion, sex, sexual orientation, age, marital status, disability or gender identity.

BeyondAutism is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced disclosure will be conducted for the successful applicant.

