

## Job Description

<b>Position:</b>	<b>Assistant Centre Admissions Manager</b>
<b>Post Reference No:</b>	<b>RMT10181</b>
<b>Field of Practice:</b>	<b>Transformative Leadership and Management (Field 7)</b>
<b>Grade:</b>	<b>8</b>
<b>Responsible to:</b>	<b>Designated Centre Admissions Manager</b>
<b>Location:</b>	<b>All Trust sites</b>

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The post holder will assist the designated Centre Admissions Manager in the entire Admissions process working closely with the provisions to ensure all steps following the student's initial enquiry visit to their transition into school/college are conducted in a timely and professional manner ensuring necessary and relevant information is entered into Databridge accordingly or shared as required.

There is a very clear expectation that the post holder will have or acquire an in-depth knowledge of the Trust's method, Practical Skills Therapeutic Education (PSTE) in order to market and support students, parents and carers as well as external stakeholders while facilitating pre-entry assessment and admissions process with the relevant provision.

The post holder will be expected to provide a full admissions and referrals support service and cover for a Centre Admissions Manager in their absence for either short or long periods of time which may include being based at that particular provision or to provide additional support to a particular provision as required and as business need dictate.

The post holder will be expected to embrace, articulate and work with the Ruskin Mill Trust's objectives, vision, values, purpose and method, ensuring that the Ruskin Mill Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the Trust.

The post holder is to contribute to the whole life of the Trust and its Provision always remembering that our core purpose is to improve the education and lives of the students at the School and/or College.

You may be required to carry out your duties at all of the Trust premises, some of which are located a distance from the main site and at such other places as may reasonably be required.

Evening and weekend working will be required.

## Contribution

The post holder will be expected to contribute as required and uphold the underpinning values and philosophy of the College/School and Ruskin Mill Trust at all times.

## Main Duties

### **Admissions**

1. To have a good knowledge of the 'Three Stage Process' of a PSTE curriculum in order to align the provision's intentionality behind the curriculum and to be named as the Provision of Choice within the Education, Health and Care Plan (EHCP).
2. To ensure a good working knowledge and understanding of the 'Seven Fields of Practice' within the PSTE method and how it informs a PSTE curriculum when speaking with external stakeholders, parents and students. To continually update knowledge and experience in this.
3. To adopt the language which has been constructed to convey how a PSTE curriculum can best address the needs of each student in the admissions and transition stages, this may require the Assistant Centre Admissions Manager to undertake the appropriate training as required by the line manager or the Hiram Education and Research Team.
4. As this post is peripatetic the post holder will be required to have an overview of each Provision and its unique attributes in order to meet any opportunity that presents itself to best achieve the outcomes for the young person, and ensure the overview and knowledge is kept up to date. As This post is based at Sunfield Children's Home then the post holder will be expected to have a detail overview of the Sunfield provision and its unique attributes.
5. Have an understanding of both day and residential capacity across the provisions at any time.
6. Reading and processing of incoming referrals for their suitability to the Trust's admissions criteria and refer any queries or complex cases to the appropriate Centre Admissions Manager for advice, guidance and support.
7. To keep records of all referrals received and for marketing & business development purposes ensuring that this information is passed on through the appropriate Centre Admissions Manager to the marketing & business development team.
8. To liaise with the appropriate Centre Admissions Manager to ensure that the correct financial information is sent to Local Authorities and Parents (where required).
9. Attend regular meetings with the Trust admissions team.
10. Provide administration support for the wider admissions team as and when required.
11. Keep accurate records and logs of all referrals as they progress towards becoming a confirmed placement and use a MIS ensuring that the appropriate Centre Admissions Manager is informed and kept up to date at all times.

12. Organise support and host visits to Sunfield by prospective parents or local authorities in conjunction with a member of the senior leadership team including assisting with such events across the Trust as may be required.
13. Provide information to all new referrals on the wider admissions team and the appropriate Centre Admissions Manager.
14. As directed and required write and submit Expressions of Interest (EOIs) within placing authority guidelines to Local Authorities following receipt of a referral.
15. As directed write and submit reports to the Local Authorities offering a place following assessments on the prospective referrals.
16. To support to the appropriate Centre Admissions Manager in writing and tendering for Bids for Local authority frameworks.
17. To act as an Ambassador for RMT in attending Exhibitions and conferences as required.
18. To keep records of all referrals and reasons for declines, acceptances and review patterns and trends in collaboration with Provision leads.
19. Ensure regular liaison with Local authorities and parents occurs throughout the referral, admission and transition (into and out of Sunfield) process and other provisions within the Trust as required and directed.
20. Provide weekly and monthly updates on referrals and admissions to the relevant wider-admission team and the appropriate Centre Admissions Manager.
21. Assist the Centre Admissions Manager in weekly admissions and referrals meetings with the senior leadership team at designated Trust provisions and circulate minutes from these meetings as required. As This post is based at Sunfield Children's Home then the post holder will be expected to attend these meetings weekly and circulate the minutes and actions.
22. Liaise with the Trust's Contracts and Liaison Officer and Legal team where required regarding Local authority contracts and funding.
23. Follow regulations by informing the Host Local authority of the Provision of all new admissions and discharges (within 5 days of admission/discharge date).
24. Ensure parent packs are sent out to all prospective parents and all consent forms are received prior to a young person starting in placement.
25. To provide cover for absent colleagues when necessary.
26. This job description is part of an on-going process of collaborative review and is likely to change over time.

#### **Fee/contract Management/Tracking**

1. Act as liaison/central point of contact between Trust provisions and Local Authorities when there is a proposed change to staffing levels, fee or an invoice that has not been paid.

2. Collate necessary evidence to help support proposed changes.
3. Keep a centralised record of all actions and conversations that you are involved in between that provision you are working with and the local authority.
4. Ensure families are being kept up to date as required.
5. Follow up with Trust local provision staff, or local authority personnel, when a response and information has not been received.

### **Transitions**

1. To be a key point of contact for families, previous placement, social workers, adult service providers during a young persons' transition to or from a Trust provision.
2. To work closely with senior leadership team or Trust provisions around transitions and helping identify provisions within the Trust that may be suitable for a young person to move on to.
3. To work closely with appropriate managers (but not be the lead) at in helping prepare a young person for transition.
4. To co-ordinate the preparation of paperwork (but not be the lead) to accompany the specific transition phase.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
8. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
9. To be responsible for the care and development for your working area.
10. To attend meetings and supervision as required.
11. To deliver training or development opportunities as required.

12. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Assistant Central Admissions Manager has no direct staff responsibility, however, may be required to supervise designated staff or staff temporarily allocated.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

<b>Training or Qualification</b>	<b>Name</b>	<b>Timescales for completion</b>	<b>Length of programme</b>
2 week induction process	Introduction to Ruskin Mill Trust	For the first 2 weeks of employment	Two weeks
Qualifications / Training	Management of Actual and Potential Aggression	At first available opportunity	1 day
	PREVENT training	Within 1 week of commencing role	Online - about 1 hour
	Safeguarding - Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours

**Personal skills:**

- Good interpersonal skills with an ability to build strong professional relationships with families, stakeholders and colleagues
- An empathy with the needs of the families
- An ability to interface with a range of professional from all levels of an organisation *i.e.* commissioners, social workers and medical professionals
- Flexible - working pattern to accommodate travel to other RMT provisions and to attend meetings and conferences with odd nights away
- Good organisational skills with the ability to appropriately prioritise conflicting demands
- An ability to communicate effectively, both face to face and in written form
- IT skills to include Microsoft Office packages such as Word, Excel and Outlook at intermediate level
- A working knowledge of Transition, Adult legislation and processes including a basic understanding of the Mental Capacity Act and Deprivation of Liberty Safeguards (DoLS) legislation
- Car driver with own car

## Person Specification

Factor	Essential	Desirable	Method of Assessment
Qualifications		<ul style="list-style-type: none"> <li>Level 3 or 4 qualification in Residential child care</li> </ul>	Application form and qualification certificates
Experience	<ul style="list-style-type: none"> <li>Demonstrable experience of working with young people with complex learning and emotional needs as well as Autistic Spectrum Conditions in a residential care setting</li> <li>Experience of co-ordinating inter-disciplinary meetings to support effective transition planning</li> <li>Experience of managing your own time effectively and meeting KPIs and targets such as referral numbers</li> <li>Experience of working in a Referrals role</li> <li>Experience of working with Commissioners in Health, Social Care and Education</li> </ul>	<ul style="list-style-type: none"> <li>Experience of marketing</li> <li>Experience of managing or overseeing transitions for young people with complex needs to successful adult placements, including supporting families and advocates to secure funding through Local Authorities/NHS health and social care and education budgets</li> <li>Experience of monitoring trends and putting together reports for Executive Boards</li> </ul>	Application form and interview
Knowledge and Understanding	<ul style="list-style-type: none"> <li>The Children's Home (England) Regulations 2015</li> <li>Current working knowledge of Regulatory bodies such as Ofsted, CQC and DfE</li> <li>Child Protection and Safeguarding Management</li> <li>Care Planning and reviewing processes</li> <li>Process of Ofsted inspections</li> <li>Intermediate knowledge and experience of MS Office</li> </ul>		Selection process



	<ul style="list-style-type: none"> <li>• Logical and pragmatic approach to problem solving</li> <li>• Good organisational and administrative, with a methodical approach and strong attention to detail</li> </ul>		
Competencies	<p><b>Leadership &amp; Innovation:</b></p> <ul style="list-style-type: none"> <li>- Positive role modelling</li> <li>- Forward thinking &amp; creative planning</li> </ul> <p><b>Communication:</b></p> <ul style="list-style-type: none"> <li>- Communication skills</li> <li>- Team working</li> </ul> <p><b>Knowledge, understanding &amp; skills:</b></p> <ul style="list-style-type: none"> <li>- Role specific expertise</li> <li>- Adapting and improving</li> </ul> <p><b>Reflective practice:</b></p> <ul style="list-style-type: none"> <li>- Use of self-reflective framework</li> <li>- Reliability &amp; accountability</li> <li>- Emotional resilience &amp; maturity</li> </ul> <p><b>Organisational engagement:</b></p> <ul style="list-style-type: none"> <li>- Commitment to the vision and purpose of the organisation</li> <li>- Compliance (statutory, mandatory and organisational policies and procedures)</li> <li>- Delivering a high quality service</li> </ul>		Selection process References