**School Admission Appeals Representative**

**Tasks**

To effectively represent the interests of the admission authority (this could be the council or the governing body of a school that it is its own admission authority in an admission appeal)

* Ensure familiarity with the written case in advance
* Identify and research any queries raised as a result of the parent’s case papers or the school’s case
* Liaise with the Admissions and Transport team and/or school in advance as necessary and ensure the school’s priorities are identified
* Represent the interests of the admission authority during the independent appeal process
* Present the case for the admission authority and respond to parental and panel questions on their behalf
* Notify the Admissions and Transport Team and school of any issues arising as a result of the Independent Appeal hearing

To understand and act in accordance with the legislative framework of admission appeals (the Admission Appeals Code, the Admissions Code).

To participate in training sessions (virtually or in person) organised by the Admissions and Transport Team, ensuring continued familiarity with the appeals process and the underpinning legislation.

**Key Skills**

* Clear understanding of the local and national framework for admissions arrangements
* Confident to operate in formal appeals environment
* Experience of the internal management of a primary or secondary school environment at a senior level either as staff or governor
* Understanding of and ability to meet the needs of parents in the educational environment
* Demonstrate excellent communication and presentation skills with the ability to convey difficult concepts in a clear manner.
* Able to influence decision makers during the appeals process.

**General information**

The busiest time for appeals is between April and September following the national primary and secondary offer days. Other in year appeals are held throughout the year. Schools will be allocated by the Admissions and Transport team on a random basis depending on availability.

All appeal hearings are currently held virtually via MS Teams. Reps will be required to use a Buckinghamshire Council issued laptop and email address to undertake this work. Case papers will be provided electronically via email.

**Payment**

£268 for a full day of appeals, £134 for a half day of appeals

£36.20 per hour of administration/preparation

Extra preparation time may be agreed in advance of particularly large/complex appeal cases.

Reps would need to be set up on the Council’s payroll system and payments are made on the last working day of each month. Reps will be required to complete a claim form for payments to be made.

January 2023