



Role Title	Clerk to the Independent Appeals Panel
About the role	<p>The IAP is made up of three volunteer members who consider the parent's reasons for appeal and the school's reasons for refusal before deciding to uphold or dismiss the appeal. As a clerk to the IAP, you will offer advice to the IAP on points of law and procedure as necessary, to ensure all parties have a fair and independent hearing according to the School Admission Appeals Code and that the IAP's decisions are made within the law and based on the information available. The clerk will be required to order the business at an appeal hearing, produce an accurate record of the proceedings and IAP's deliberations as well as the reasons for their decisions.</p> <p>The clerk will be expected to attend relevant training as and when required, be willing to work flexible hours to meet demands and legal deadlines and agree to all the College's policies on confidentiality and Data Protection.</p>
<p>Key duties include:-</p> <ol style="list-style-type: none"> 1) Provide advice to the Panel on points of law and procedure 2) Undertake the required administration of IAPs 3) Take accurate minutes of the proceedings 4) Ensure the panel is provided with accurate and relevant documentation 5) Sending written notification of the panel's decision 	
Indicative knowledge, skills and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Good standard of written and oral language skills. • GCSE English and Maths at Grade 4 or above (or equivalent) • Good IT knowledge and literacy skills • A good understanding of the School Admissions and Appeals Codes and associated equalities legislation • The ability to relate to a wide variety of people • The ability to deal with sensitive issues in a tactful, confidential manner • The ability to provide advice clearly and confidently • Excellent oral and written communication skills including the ability to take accurate minutes and write clear decision letters • Effective administrative and ICT skills • Good time keeping and organisation skills. 	
<p>Health and Safety Co-operate with the employer on all issues to do with Health, Safety & Welfare. To keep First Aid Certificate up to date if relevant to your position</p> <p>Continuing Professional Development In conjunction with the line manager, take responsibility for personal professional development. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.</p> <p>Note</p>	

Saint Ambrose College

Job Description



This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.