

<b>Job Title:</b> School Place Planning Officer	<b>Role Profile Number:</b> PCDH95
<b>Grade:</b> N	<b>Date Prepared:</b> May 2021
<b>Directorate/Group:</b> Inclusion and Achievement / Access and School Partnerships / Access and Provision	<b>Reporting to:</b> Access and Provision Manger North / South
<b>Structure Chart attached:</b>	No

**Job Purpose**

To work with the Access and Provision Manager North / South:

- To ensure all children are able to obtain a school place quickly and in accordance to the School Admissions Code and local schemes.
- To be the lead contact for parents/ carers and schools for all advice on all school admissions processes and to administer and present both admissions and transport appeals.
- To support the Access and Provision Manger North / South to ensure that the local admissions scheme and policies for all schools comply with the School Admissions Code and offer the best scheme for Swindon residents.

**Key Accountabilities**

- To support the Access and Provision Manager North / South in developing the strategy for the long-term planning for education in Swindon and ensuring that the implications of future demand are thoroughly researched and planned for.
- To ensure that commissioned activity is evidence-based and outcome-focused and that there is strong and effective partnership with stakeholders and other partner agencies.
- To lead on the statistical analyse of forecast information within place planning areas and be able to present this information to Headteachers.
- To ensure that all activities deliver value for money and all expenditure is operated within clear financial controls.
- Where required, lead or be involved in education reorganisation processes and ensure that they are conducted efficiently and sensitively.
- To implement the arrangements relating to the provision of new schools.
- As required by the Access and Provision Manager North / South, to work across all aspects of the remit of

the Education Place Planning section and to be flexible in terms of supporting all staff and customers in all aspects of the work of the Section.

- To lead or be involved in statutory processes required to secure school expansions, other school re-organisation proposals including school amalgamations in order to provide additional school places.
- To assist the Access and Provision Manager North / South, and lead where required, in the compilation and submission of bid documentation relating to school place planning and implementation.
- To provide expert advice citing relevant legislation and responsive information, advice, support and guidance to other service areas and developers on all place planning matters.
- Undertake regular briefings to Members, Governors, Headteachers, as required.
- Project manage/review school re-organisation/accommodation proposals and their capital implications.
- To ensure that all sources of external funding are fully exploited and used effectively to help meet future infrastructure needs for the Council.
- To ensure all aspects of budget management are taken to include all necessary reporting, reconciliation and necessary projections using appropriate financial systems.
- To assist the Access and Provision Manger North / South as required and in supplying information for briefings and reports as necessary.

### **Supplementary Accountabilities**

- Carry out key accountabilities in accordance with the council's policies and procedures.
- Ensure all work is developed and implemented in accordance with equal opportunities and diversity policies including diversity impact assessments.
- Maintain expertise, skills and knowledge pertaining to specified areas of operational activity.
- Maintain expertise in and understanding of the national and local legislative and policy requirements for Education Place Planning, DfE guidance with regards to Building and Conditions work, Commissioning and all other associated legislation.
- Flexibility to undertake reasonable tasks within the scope of the job role and across other areas of Children's directorate as required.
- Provide training for new staff to maintain core-working standards within the team.
- Attend meetings across the directorate to improve working practice with internal colleagues and external clients as required.
- In consultation with the Access and Provision Manger North / South, review working procedures in line with changes to ensure best practice and delivery of service.

### **Knowledge & Experience**

*Candidates must have substantial knowledge and experience in the following areas of business and will be required to provide evidence of this:*

- Demonstrable and significant experience and knowledge of education place planning, admissions, and both local and national policies.

- An ability to work with a wide range of team, internal and external contacts at different levels in the public and private sector
- Demonstrable evidence of successful innovative approaches, problem solving and effective decision-making.
- Experience and evidence of being able to influence and motivate in order to achieve a different outcome or provide services in a different way in order to achieve agreed outcomes.
- Strong verbal and written communication skills.
- Strong IT skills, particularly Microsoft Office, complex data bases, Geographical information systems, and excellent statistical analysis skills.
- Able to demonstrate a good understanding of the data and evidence base required for a strategy and the ability to demonstrate good analytical skills.
- Experience of presenting information in terms of use of IT to support this but also in delivering high quality presentations to a range of people.
- Demonstrable evidence of working with customers, nurturing relationships, providing challenge and promoting successful change.
- Strong project management skills and demonstrable evidence of being able to lead a project to its completion.
- Innovative and able to recognise and develop the potential for doing things differently
- Experience of working unsupervised in a busy team environment, working under pressure, with proven experience of being able to manage and prioritise heavy workloads to meet targets and deadlines

### **Qualifications**

- Degree or equivalent is desired or relevant experience
- Significant office experience, preferably within the education sector.

### **Decision Making**

- Making decisions regarding in accordance to legislation and local schemes within projects.

### **Creativity and Innovation**

- Ability to present information in a variety of ways.
- Able to problem solve and think creatively when working within strict legislative boundaries.
- Is able to both support and challenge in order to help improve perceptions and bring about improvements.
- Flexibility to meet the varying demands of the role.

<p><b><u>Job Scope</u></b></p> <p><b>Number and types of jobs managed</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul> <p><b>Typical tasks supervised/allocated to others</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul>	<p><b>Budget Holder</b></p> <p><b>Responsibility</b></p> <p><b>Asset Responsibility:</b></p>	<p>No</p> <p>.</p>
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**Contacts and Relationships**

This role will involve:

- Contact with Members, senior managers within SBC and the wider partnership including education and childcare providers, finance planning through meetings and project groups to ensure agreement approaches, Construction and Architecture Team and developers.
- The role will involve working with other Local Authorities on a National and Regional basis.

**Other Key Features of the role**

(working environment / emotional / conditions i.e. regular outside work, unpleasant or hazardous conditions, practical demands such as standing, carrying or working in constrained positions, potential verbal abuse and aggression from people, or risk of injury).

<b>Employee Signature:</b>	Print Name:
<b>Date:</b>	
<b>Line Managers Signature:</b>	Print Name::
<b>Date:</b>	