

# JOB DESCRIPTION (JD) AND EMPLOYEE SPECIFICATION (ES)

Standard Template

<b>JOB TITLE:</b>	School Organisation Officer		
<b>GRADE:</b> <b>JOB CODE:</b>	G6 CH29619G6 JE Check 25/03/2020	<b>SERVICE AREA:</b>	School Organisation
<b>REPORTS TO:</b>	School Organisation Manager	<b>LOCATION:</b>	Civic Centre
<b>SPECIAL CONDITIONS:</b>	<p>There are manual handling duties required of the post-holder, including the delivery of consultation documents to schools.</p> <p>The post-holder will be expected to use VDU equipment and an electronic measuring device on a regular basis.</p> <p>The post-holder will be required to visit school sites on a regular basis to conduct net capacity assessments, and to attend meetings. Occasional attendance at evening meetings in schools and council buildings will be required.</p> <p>To communicate verbally with customers and provide advice and/or information in accurate spoken English</p> <p>DBS Required</p>		

## 1. Main purpose of the job role:

- To maintain and update pupil projection databases;
- To prepare forecasts of mainstream pupil numbers based on information from a variety of sources including ONS and health service birth data, pupil migration data, admissions data, housing development information and the school census;
- To liaise with the SEN Team to prepare forecasts of special school pupil numbers;
- To provide information to the School Organisation Manager and the Service Manager to support area reviews of the provision of school places;
- To support with the preparation of consultation documents, letters, reports and statutory notices for school organisation proposals for mainstream and special schools; take minutes at consultation meetings and provide administrative support for school project teams;
- To support with the preparation of reports on school organisation issues for stakeholders and decision makers;
- To complete and review net capacity assessments for schools;
- To assist with the review and updating of school suitability data;
- To liaise with the IFM team to support school expansion projects;
- To support the School Organisation Manager with the completion and submission of the annual SCAP return and the completion of any other relevant statistical returns as required by the DFE;
- To support the School Organisation Manager to respond to queries on the SCAP return;
- To support the School Organisation Manager and Service Manager with the preparation and review of the local sufficiency strategy report;
- To develop an understanding of admissions legislation and an overview of admissions procedures;
- To work closely and flexibly with all members of the Admissions and Pupil Place Planning team and to assist in the work of all areas covered by the team as necessary;

- To produce data to enable the School Organisation Manager and Service Manager to respond to Freedom of Information requests relating to school organisation matters;

**2. Role specific duties and accountabilities:** *please refer to role of the manager detail or advice & guidance document*

- To develop and maintain databases to support the planning of school places for all Walsall mainstream schools To assist with preparing forecasts of mainstream pupil numbers and special school pupil numbers from Early years to 16+ based on information from a variety of sources including ONS and PCT birth data and housing development information;
- To understand the professional landscape around Walsall and the requirements for places across the borough.
- To monitor overall progress, as appropriate to ensure successful delivery within the agreed scope and parameters as per the School Organisation Manager for pupil place planning purposes.
- Act as a school contact for all school organisation matters and progress updates for projects.
- Ensuring policies and procedures are followed in line with statutory requirements.
- To provide levels of assurance to the School Organisation Manager concerning the requirements for school expansions and pupil place planning.
- Ensure School Organisation programmes and projects are of the appropriate level of quality as per the School Organisation Manager.
- Take ownership for professional development in line with the requirements of the role.
- Networking with others such as finance, IFM and Asset Management Team.

**3. Corporate duties and accountabilities:**

- The post holder will comply with and promote the Council's Health, Wellbeing and Safety at Work policies and ensure these are implemented effectively within his/her areas of responsibility.
- Through personal commitment and clear action, the post holder will promote the Council's employment policies, with particular reference to diversity, equality of access and treatment in employment, service delivery and community involvement. To support/develop a working culture within these services that reflects the corporate vision.
- Ensure that the services provided aligned to the Council strategy, vision, aims, objectives, priorities and continuous improvement programme and play their part in achieving these. This includes compliance with Standing Orders, Financial Regulations, Code of Conduct and the Councils Policies and Procedures.
- This job description sets out a summary of the duties and accountabilities of the role. It is not intended to be exhaustive.

<b>JOB TITLE</b> School Organisation Officer	<b>GRADE G6</b>	
Using the Job Description consider what essential behaviours, abilities and knowledge are required by a person to perform each of the main activities and accountabilities of the job safely and effectively.	Indicate when Assessment is possible: at Application form=A interview=I both=A/I test = T	<b>WEIGHT CODE</b> shows relative importance Low=1 Medium =2 High=3
<b>Behaviours:</b> refer to corporate behaviours document		
<b>Professionalism</b> - Actively seek ways to prevent over-complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.	A/I	3
<b>Leadership</b> - Leads by example, optimising those resources allocated, Communicates clearly taking account and welcoming feedback. Takes a positive and resilient approach to change understanding the longer-term vision of the Council and/or service areas.	Not Applicable	
<b>Accountability</b> - Adopt a 'can do' attitude in the work that I deliver taking accountability for my own performance and development and responsibility for my actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.	A/I	3
<b>Transparency</b> - Work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant partners and/or communities we serve.	A/I	3
<b>Ethical</b> - Aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.	A/I	3
<b>Abilities/Skills:</b> (refer to JE guidance document)		
Ability to work to tight deadlines with conflicting priorities	A/I	3
Ability to work collaboratively and flexibly	I	3
Ability to develop skills on a continuous basis to reflect customer needs	I	3
<b>Knowledge/Experience:</b> specify type, level and qualitative (not quantitative required); if any.		
Experience of working in an office environment	A/I	3
Experience of interpreting and forecasting from raw data	A/I	2
Experience of creating and maintaining databases	A/I	2
Experience of using GIS Software, Collect database, Capita One	A/I	2
Evidence of continuous professional development (where applicable)		

This post is covered by the Government's Code of Practice on the English Language Fluency Duty for public sector workers.			I	3
<b>Qualification:</b> Specify any qualifications that are a minimum requirement, please include any equivalent qualifications that would be deemed acceptable or if this can be obtained through on the job experience.				
GCSE grade C or above in English Language and Maths or equivalent qualification			A	
<b>Other Essential Requirements</b>				
Full driving licence or willingness to travel around the borough			A/I	3
An awareness of, and commitment to, equality of opportunity			I	3
Awareness of, and commitment to, confidentiality and handling data			I	3
<b>Prepared by:</b>	Alex Groom	<b>Date:</b>	November 2019	