



3 Cricklade Court, Cricklade Street  
Old Town, Swindon, SN1 3EY

Telephone: 01793 467142

<https://jobs.coepirecruitment.com/job/school-place-planning-officer>

## School Place Planning Officer

### Description

**£190 per day**

**3 days per week**

**Work from home (but must be able to access Swindon within 45 minutes by car)**

### Job Purpose

To work with the Access and Provision Manager:

- 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 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.

### Responsibilities

- To support the Access and Provision Manager 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, 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

### Date posted

13 December 2023

### Reference

CRSPPOswin

### Job Location

Hybrid: home working/Swindon

### Working Hours

3 days per week

### Beginning of employment

January 2024

### Duration of employment

6 months

### Employment Type

Part-time

expansions, other school re-organisation proposals including school amalgamations in order to provide additional school places.

- To assist the Access and Provision Manager, 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 reorganisation/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 as required and in supplying information for briefings and reports as necessary.

### **Knowledge and 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.**

#### **Contacts**



Telephone: 01793 467142

Email: [mail@coepi.uk](mailto:mail@coepi.uk)