

Post Specification

Date	April 2025
Post Group Number	8538
Post Title	School Organisation Assistant
Job Family	Organisational Support
Job Family Role Profile	OS9
Final Grade	Grade 9

To be read in conjunction with the job family role profile

Service Area description

This role will be part of the School Organisation Team.

Purpose of this post

- To provide support to the School Organisation Officer to undertake works on the sufficiency strategy, forecasting and planning, leading to business change and compliance with statutory functions.
- To continually map the trends of children and young people attending schools by using personal data to ensure accuracy for future planning.
- Assessing the impact of new housing on sufficiency needs and to respond to planning consultations.
- Responding to queries from key stakeholders on sufficiency needs, forecasting and statutory functions.
- Ensuring the accuracy of all data sources built into the forecasting methodology.
- Support the submission of statutory returns.

Key job specific accountabilities

1. Support in the production and implementation of the Cumberland Sufficiency strategy, by maintaining and producing the relevant data, intelligence and maps.
2. To undertake the assessment, review and monitoring of sufficiency of high quality school places.
3. To maintain and update data to ensure that changes to the number of places follows agreed policies and procedures.
4. To contribute to the Programme function applying the Council's Corporate Project Management methodology, ensuring consistency and compliance across the Council.

This will include keeping abreast of key legislative and regulatory changes.

5. To contribute (as appropriate) to the preparation and presentation of reports to members of the public, senior management, elected members, Strategic Board / Delivery Group / Working Groups. This will include effective consultation following statutory and / or Council policy.
6. To understand and be able to interpret and apply current legislation and ensure relevant Government/DfE statutory requirements are met. This includes supporting the submission of all statutory returns by the required deadlines and reviewing and updating the pupil forecasting system, in consultation with the Senior Manager - Strategic Development and maintaining a database of all relevant net capacity assessments.
7. To effectively engage with a range of partners; including other Council services, schools, and registered providers to ensure the provision meets the needs of all children and young people.
8. To support the consultation and implementation of all statutory procedures relating to permanent school organisational changes, including school expansion and school closure.
9. To keep senior management well apprised of emerging needs and issues.

To undertake other duties as may be determined within the general scope of the post and commensurate with the grade.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	N/A
Staff Management Responsibilities	N/A
Other	

Essential Criteria - Qualifications, knowledge, experience and expertise

- NVQ level 4 or equivalent
- Relevant experience of education, planning, and project development
- Knowledge of infrastructure/school place planning and relevant legislation

Disclosure and Barring Service – DBS Checks

- This post does require a DBS check.

Job working circumstances

Emotional Demands	• Minimal
Physical Demands	• Normal

Working Conditions	• Office based and home working (with school visits)
Other Factors	