

JOB DESCRIPTION

Job Title	Education Places Support Officer		
Directorate	Children's, Families & Education		
Reporting to	Service Manager Education Places Strategy		
Grade	12		
Evaluation ref:	AU0542	Job Family ref:	
Role Purpose			
Maintaining and developing systems for recording and confirming school and academy capacities. Co-ordinating Somerset Council's response to the annual DfE school capacity return. Updating the Council's property management database with school changes Setting the Authority's term dates and holidays in consultation with other stakeholders. Servicing various meetings with internal and external stakeholders.			
Accountabilities			
To maintain and if necessary, develop systems for recording and confirming school net capacities in all categories of schools. Capacity is calculated using a formula provided by the DfE. An accurate knowledge of the capacity of schools is required so that investment in school accommodation can be planned. To develop, maintain and keep up to date the School Organisation Planning databases. To coordinate Somerset Council's response to the annual DfE Schools Capacity Return and provide the school capacity data requested. To provide commissioning input into the new Civica Property Management system for recording property records. To update Civica following updates from Corporate Property. To produce reports to determine sufficiency of appropriate secondary school teaching spaces to identify any surpluses and shortfalls and whether investment in accommodation is required at a school to meet the demand for places and, if so, the type of additional accommodation required. To set Local Authority term dates and holidays in consultation with other stakeholders. To keep up to date records of those schools converting to Academy Status and prepare a request for service in relation to any land transfer. To coordinate the annual refresh of the Academy Position Statement.			

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To maintain data on Capita (capacities, PANs, school term dates and day lengths) for access by colleagues across the Authority.

To maintain up to date records of schools joining Federations and Trusts.

To respond to Freedom of Information requests by researching information and providing a written response.

Responsible for servicing: School Place Planning Meetings, Academies Programme Board, Academy Converter Meetings and School Organisation Advisory Panel.

Understands, uphold and promote the aims of the council's equality. Diversity and inclusion policies; health, safety and wellbeing of self and others; and organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality and opportunity for all.

Knowledge / Experience / Skills

	Essential	Desirable
Knowledge		
Understanding and good working knowledge of various IT systems.	x	
Enthusiasm for new SC technologies and working in new creative ways.	x	
Knowledge of education systems.		x
Knowledge of Capita database.		x
Ability to travel countywide if required.		x
Experience		
Has previously been involved in testing/development of IT system with financial element.		x
Qualifications / Registrations / Certifications		
NVQ or equivalent Level 3 including Math's and English or comparable work related experience.	x	
Evidence of continuing professional development.	x	
Skills		
Excellent interpersonal and communication skills.	x	

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Accurately input and extract data.	x	
Ability to produce appropriate reports.	x	
Ability to arrange and service meetings.	x	
Ability to speak fluent English as stated in Part 7 of the Immigration Act (2016).	x	
Effective communicator.	x	
Self-motivated.	x	
Reliable.	x	
Approachable.	x	
Innovative.	x	
Improvement focussed.	x	
Ability to persuade and influence.	x	
Ability to prioritise workload.	x	
Ability to manage and resolve conflict.		x
Working Conditions		
Dimensions of the role		
Working Arrangements		
Somerset Council's Dynamic Working Strategy will be applied to this position.		
Corporate Accountabilities		
Understand, uphold, and promote the aims of the council's equality, diversity, and inclusion policies; health, safety and wellbeing of self and others; and Organisational values in everything you do. Equality and Diversity practice covers both interaction with staff, service users and communities and includes challenging discrimination and promoting equality of opportunity for all.		

Date: