

Job Description

Job Title	Senior School Organisation Co-ordinator
Directorate	Children and Young People's Services
Service Area	Education
Grade	7
Competency Level	1
Salary	£40,777 – £46,142
Job Type	Hybrid
Location	Cunard
Disclosure and barring service (DBS)	Not Applicable
Job Evaluation Ref No	A9038

Job Purpose

To support the strategic planning and delivery of school organisation functions, including pupil place forecasting, statutory school changes, and academisation processes. The role involves analysing data, informing decision-making, and ensuring the local authority meets its statutory duties around school place planning and organisation.

Directly Responsible For:

Not Applicable



Directly Responsible To:

School Organisation Manager

Main Areas of Responsibility:

- Develop, test and implement short, medium and long term forecasting models for pupil place planning across all sectors and phases of education.
- Identify, gather and utilise a range of robust and relevant datasets (e.g. birth data, housing developments, migration trends, school census) to underpin forecasting and place planning processes.
- Continuously monitor, review and refine forecasting models in response to emerging trends, data changes, and policy developments
- Assess the implications of pupil place forecasts, identifying both surplus and shortfalls and make strategic recommendations to senior managers, school leaders, and stakeholders.
- Provide significant support and input into the preparation and submission of statutory returns, including the annual School Capacity (SCAP) return, ensuring data accuracy and timely submission.
- Contribute to the management of statutory and non-statutory functions relating to prescribed and significant changes to maintained schools, including school closures, amalgamations, expansions and reductions.
- Provide key support in managing the process of school academisation, including responding to Academy Orders, coordinating due diligence, and supporting the delivery of conversion project plans.
- Develop and implement detailed project plans and trackers for all types of school organisation change, ensuring alignment with national regulations, funding requirements, and local authority strategy.
- Prepare high-quality briefing reports, delegated authority reports and cabinet papers, ensuring senior managers and elected members are kept informed and appropriately advised.
- Represent the local authority in discussions with the Department for Education, school leaders and multi-academy trusts, offering professional insight on school organisation matters.

- Work collaboratively with internal colleagues including admissions, capital planning, legal services and data teams to ensure joined-up and evidence-based planning.
- Maintain up-to-date knowledge of relevant legislation, statutory guidance and best practice in school place planning and school organisation.
- Contribute to project and working groups to ensure collaborative working and all associated elements are considered to ensure an informed outcome.
- Deputise for the School Organisation Manager

Supervision and Management Responsibility:

- Not Applicable

Budget and Financial Responsibility:

- Being fully accountable for managing the council's resources well and complying with statutory requirements. This includes managing time, avoiding unnecessary waste, reuse and recycle resources to reduce personal impact.
- Monitor financial performance

Social Value Responsibility:

- Drive for social value through all activities, ensuring wider social, economic, and environmental benefits for the council, residents, and communities.

Physical Demands of the Job:

- You will be required to sit stationary and use a computer for a sustained period of time

Corporate Responsibility:

- Contribute to the delivery of the Council Plan
- Delivering and promoting excellent customer service, externally and internally.
- Commitment to customer excellence by dealing with customer feedback, including complaints, and learning from feedback in the drive for continuous improvement
- Making the council a great place to work, living the council's values, actively engaging in regular communications including team meetings, undertaking training as required and being responsible for managing own performance.
- Develop the City Council's commitment to equal opportunities and to promote non-discriminatory practices in all aspects of work undertaken.
- To ensure that all work functions are undertaken in accordance with health and safety legislation, codes of practice and the City Council's safety plan.

Competency Framework:

We operate a competency framework, a set of core behaviours which define how we are expected to approach our work, how we perform in certain situations and how we treat each other. Each competency details the standards of behaviours and skills required by all staff and this in turn supports delivery of our aim and our council plans linking them together with our values.

The post holder will be required to demonstrate the ability to perform at the following competency level.



[The competency framework can be found here.](#)

This job description is not intended to be either prescriptive or exhaustive. It is issued as a framework to outline the main areas of responsibility. You will be expected to perform any other duties that may be required in line with your main duties and changing priorities of the organisation.

Person Specification

Assessment methods used: I = Interview, P = Presentation, A = Application, E = Exercise, T = Test, AC = Assessment Centre

Qualification and training

Essential

- NVQ level 4 (or equivalent qualification) in a relevant area and/or relevant experience (A, I)

Experience

Essential

- Experience in data analysis, developing and using forecasting models, particularly using large or complex datasets to inform strategic decision to support service planning or policy (A, I)
- Experience of producing high-quality, clear, concise and accessible reports and present findings clearly, using strong written and verbal communication skills to a range of audiences, in order to support evidence-based recommendations to senior managers and stakeholders (A, I)
- Experience of interpreting legislation and contributing to policies and strategies (A, I)
- Experience of stakeholder management including working to project groups (A, I)

- Experience of working in a team and independently, use initiative and exercise sound judgement and working to tight deadlines (A, I)

Skills/Abilities

Essential

- High-level IT skills, particularly in Excel, with excellent analytical and problem-solving skills, including the ability to manipulate, interpret and translate complex data into practical recommendations and present data effectively (A, I)
- Ability to plan, manage and prioritise complex projects or workstreams effectively (A, I)
- Strong interpersonal skills and the ability to build and maintain effective working relationships with internal and external stakeholders (A, I)
- Ability to follow and adhere to statutory guidelines and processes and interpret complex legislation and understand impacts and responsibilities (A, I)

Desirable

- Involvement in statutory and non-statutory school organisation processes
- Experience of support the completion and submission of statutory returns
- Understanding of data sources relevant to pupil place planning

- Awareness of local authority governance processes including cabinet reporting and delegated decisions
- Ability to develop administrative procedures based on legislation & guidance
- Ability to use initiative, think creatively and succeed under pressure (A,I)

Commitment

Desirable

- An understanding of and a personal commitment to the Vision and Values of Liverpool City Council