



Job Description

Job Title	School Organisation Manager
Directorate	Children and Young People's Services
Service Area	Education
Grade	10
Competency Level	2
Salary	£56,673 - £62,580
Job Type	Hybrid
Location	Cunard Building
Disclosure and barring service (DBS)	Enhanced with no Barred Lists (Child Workforce)
Job Evaluation Ref No	A10238

Job Purpose

To lead the coordination and delivery of the Council's school organisation and pupil place planning functions, ensuring that statutory duties are met and that all changes to school provision are managed in accordance with national legislation and local policies.

The role is responsible for maintaining effective governance and assurance processes to support decision-making on school organisation proposals and will



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provide evidence-based recommendations to inform strategic planning and secure sustainable and high-quality education provision across the city.

Directly Responsible For:

Place planning and Access Co-ordinators

Directly Responsible To:

Head of Statutory Services – Education

Main Areas of Responsibility:

- To maintain a thorough understanding all legislation, guidance and national and local policy initiatives in relation to school place planning including school organisation, asset management and academisation
- To ensure that Children's Services exercises its strategic planning functions in relation to the planning of school places in accordance with relevant legislation, guidance and the council's decision-making processes
- To co-develop a School Organisation Policy and associated governance framework that sets out the council's overarching school organisation principles and provides clear routes for reporting, challenge and decision making on all school organisation matters
- To implement and continuously evaluate the effectiveness of the School Organisation Policy and governance arrangements, identifying opportunities for improvement and innovation in line with best practice and changing local needs
- To co-produce, update, maintain and ensure the implementation of the council's Pupil Place Planning Strategy to enable the council to meet its statutory duties and long -term sufficiency requirements
- To ensure the robustness, accuracy and transparency of pupil forecasts and demographic analysis, providing oversight and assurance of the forecasting

process undertaken by supporting officers, and using this information to inform strategic planning and decision-making

- To interpret and analyse a wide range of complex information to develop long-term strategies and solutions that ensure the Council meets its statutory duties
- Leading cross-boundary planning with neighbouring LAs/dioceses/MATs for coordinated sufficiency
- Identify and mitigate risks relating to capacity, demographic volatility, and organisational change; developing contingency plans for emergency removal of surplus capacity or addressing lack of sufficient places
- Develop and present business cases for capital investment linked to sufficiency needs and Basic Need funding; aligning capital proposals with forecast demand and estate condition
- Manage and monitor Growth Fund and Falling Rolls Fund, ensuring compliance with Schools Forum criteria and DfE regulations
- Act as key advisor to Schools Forum, preparing reports and recommendations on funding allocations
- Lead Children's Services engagement with corporate planning and regeneration programmes, ensuring education requirements are embedded in Local Plan, Section 106/CIL negotiations, and major development proposals
- To provide professional advice, strategic direction and to be proactive in the generation of forward-thinking ideas and act as a council advisor on all matters of pupil place planning and school organisation
- To manage the relevant budget for the School Organisation Team. To contribute to the setting and monitoring of the relevant budgets, long-term financial planning and changing the nature, level and composition of expenditure to meet service or other requirements
- To develop and manage and lead on all relevant consultation processes, to ensure they meet statutory requirements in accordance with government legislation and best practice, coordinating input from relevant stakeholders

- To take a lead role in the production and publication of documentation necessary to fulfil statutory and local requirements, including Scrutiny and Cabinet reports, consultation materials, statutory proposals and submissions to government departments and other external agencies including the Office of the Schools Adjudicator
- To ensure that the local authority fulfils its statutory duties in relation to academy conversions and related organisational changes
- To develop and maintain effective working relationships with schools, multi-academy trusts, diocesan authorities, neighbouring local authorities and government departments to support coordinated approaches to school place planning and organisation
- To oversee the implementation and monitoring of approved school organisation changes, ensuring compliance with statutory processes, timely delivery and alignment with the Council's sufficiency priorities
- To ensure the timely submission of all relevant statutory returns and reports, including the annual School Capacity Assessment (SCAP) return which determines the Authority's Basic Need funding allocation
- Support strategic planning and wider leadership responsibilities across the statutory education portfolio, acting as Deputy to the Head of Education Statutory Services
- 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

Supervision and Management Responsibility:

- Ensuring activities are planned to include meaningful one to one conversations, quality annual appraisals and regular workforce planning and development
- Manages performance and behavioural issues effectively

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 and deliver within budget
- Monitor financial performance, deliver within budget and seek savings and efficiencies by exploring opportunities to draw funding where appropriate
- Set, monitor, and remain within budget whilst challenging the team to deliver increased efficiencies

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:

- The position will involve using a computer screen and sitting at a desk for prolonged periods 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: **Level 2**.

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

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Person Specification

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

Qualification and training

Essential

- Graduate status or equivalent (A)
- Evidence of recent relevant in-service training and commitment to continuous professional development (A)

Desirable

- Project management qualification (e.g., PRINCE2/APM)

Experience

Essential

- Experience in education place planning, school organisation or related strategic service within a local authority or similar context such as a multi-academy trust, DfE or diocesan education office (A, I)
- Understanding and application of the statutory duties around school organisation functions (A, I)
- Experience of overseeing consultation processes, statutory proposals and implementation phases (A, I)
- Proven ability to interpret and apply data and trends to support planning and decision-making (A, I)



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- Experience of working collaboratively with schools, partners, senior leaders and elected members to achieve desired outcomes (A, I)
- Preparing and presenting business cases for Basic Need or other capital funding and working with corporate property/estates on delivery (A, I)

Desirable

- Experience of using GIS Software, MapInfo Software & Microsoft Packages

Skills/Abilities

Essential

- Strong analytical and strategic thinking skills (A, I)
- Excellent communication and report-writing skills, able to convey complex issues clearly and effectively and produce clear, balanced reports and briefings (A, I)
- Well organised, able to manage projects and competing priorities (A, I)
- Collaborative and able to lead and influence (A, I)
- An understanding of the changing policy context within which Children's Services operates and the impact that this will have on the provision of services to children, young people and their families (A, I)

Desirable

- Knowledge of planning system linkages (Local Plan, S106/CIL) and their application to sufficiency



Commitment

Desirable

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

Other

Essential

- This post is subject to a Disclosure and Barring Service (DBS) check at the appropriate level



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