



Job description		
Job title	Education/Schools Sufficiency Information Officer	
Grade	L	
Directorate	Education and Inclusion	
Section/team	Education	
Accountable to	Head of Education	
Responsible for		
Date reviewed	June 2021	

Purpose of the Job

To assist the Council in the review, monitoring, analysis, and interpretation of information in relation to school provision and to take a lead role in supporting the ongoing and future planning process associated with Education sufficiency across the Borough.

Duties and Responsibilities

This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

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2. To liaise with and act as a point of contact for the Council with all education providers including academies, faith, and voluntary schools to obtain and maintain accurate information on school capacity, capital expenditure, building condition, suitability, and sufficiency.



3. To communicate and work in partnership with Headteachers, senior leaders and other educational stakeholders in long term planning for school sufficiency.
4. To analyse and review data and produce and present reports on suitability and sufficiency to assist in the provision of future education needs and to lead on developing, monitoring, and updating the School Organisation Operational Plan.
5. To act as the Council's specialist key officer for all school-based projections with senior managers in the Local Authority, including Heads of Service, the Corporate Management Team, and the Department for Education.
6. To Design and formulate processes across the Education service to carry out complex analysis of the Council's pupil place planning methodology ensuring best practice in the analysis of relevant data, which will impact on policy development in other Council Departments including Assets, Finance, Health and Housing Services.
7. Responsible for interpreting Department for Education guidance related to the disposal or change of use of playing fields and school land, undertaking calculations as necessary and supporting any transactions that require formal consent.
8. To provide support to the Pupil Place Steering Group and the Pupil Place Capacity Review process to identify appropriate sufficiency to meet future short and long term education service demands.
9. To liaise with the Asset Service in relation to production of condition surveys, floor layout drawings and accommodation schedules for local authority-maintained schools. To liaise with academies, faith, and voluntary schools for the same. Determine in liaison with the SRS colleagues, headteachers and governing bodies, the net capacity of



schools and undertake reviews to determine the over and under occupation of schools.

10. To fulfil the Council's statutory duty to submit the School Capacity survey.
11. Liaising with schools to keep net capacity assessments up to date and working closely with the Knowsley Admissions Service to plan for school sufficiency.
12. To maintain a good understanding and knowledge of DfE guidance in relation to suitability and sufficiency of current and future education needs and interpret and implement these locally.
13. To engage in consultation as appropriate with stakeholders and ensure that the views obtained are properly considered in developing and reviewing the use of schools and the advice given to the Council.
14. To assist in identifying individual projects which will fit into the Council's adopted strategies and leading or contributing to them as required.
15. To produce written reports for Senior Officers, Elected Members, Cabinet, Committees, working groups and external clients.
16. To represent the Education Service at working groups, public meetings, client meetings and to external organisations as required.
17. To respond to deadlines and manage competing priorities, playing a specialist role in providing advice.
18. To ensure appropriate information management systems are in place and contribute to the development of those and new systems as required, supplying, and maintaining appropriate and accurate expert information.



19. To deal with queries from head teachers, governors, colleagues, members of the public, and Councillors; and to produce responses to Freedom of Information requests concerning pupil place planning and school organisation.

Health and Safety

- To ensure suitable and sufficient risk assessments are carried out, taking into account employees.
- To inform management of any health and safety issues which could place individuals in danger.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use policy and Data Protection Policy,
- Protect the council's information assets from unauthorised access, disclosure, modification, destruction, or interference,
- Report actual or potential security incidents.

Knowsley Better Together – Staff Qualities

The following qualities have been adopted by the Council and apply to all employees. You are expected to embrace and display these qualities. Your line manager will discuss your behaviour with you, during your My Time and My Time Extra meetings.

- **Integrity.** You are required to be open and honest, maintain high standards of personal behaviour and display strong moral principles.
- **Accountability.** You must take personal responsibility for your actions and decisions and understand the consequences of your behaviour.



- **Communication.** You must listen and talk to others, taking account of other people's points of view. You should share information and strive to work together.
- **Respect.** You must treat people with care and dignity, observing the rights of other people, and helping and supporting others where you can.