

Kent County Council

Job Description: **Area School Organisation Officer**

Directorate: Children, Young People and Education

Unit/Section: Area School Organisation Officer

Grade: KR10

Responsible to: Assistant Director Education

Purpose of the Job:

To support the commissioning process to plan and secure the appropriate provision of high-quality school places across a defined area of Kent to provide more good schools and improved pupil outcomes, helping to ensure diversity of provision for children and young people at all ages and improved parental choice. To undertake research, projects and tasks as required by the Assistant Director Education.

Main duties and responsibilities:

- Support the Assistant Director Education, in planning and delivering the commissioning of school places in three districts in Kent through the ongoing Commissioning Plan.
- To support the Assistant Director Education in negotiations with primary, secondary and special schools and with all other education provision to meet the needs of the Commissioning plan.
- To support the Assistant Director Education in undertaking consultations including public consultations with relevant parent communities and other agencies, liaising with elected members, Districts Councils, MPs and others interested to ensure that decision making on school organisation and commissioning matters is conducted within a framework of legal, transparent and collaborative practice.
- To support the Assistant Director Education in managing the reorganisation of maintained schools in a defined locality where expansion, contraction, federation, amalgamation or closure is proposed and support the process to establish new schools.
- Support the Assistant Director Education in co-ordinating the CYPE response to emergencies within an allocated area of Kent.
- Lead and undertake specific projects either within single districts or across the county as a whole on behalf of the Assistant Director Education and provide logistical support for ADE activities which have county-wide implications in order to ensure consistency of approach and economic and effective use of time and positive resolution.
- Contribute to the work of the whole ADE/ASOO team, representing the team on working groups and in partnership with other LA officers, responding to queries from clients in a positive and appropriate manner.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: Area School Organisation Officer

The following outlines the Minimum criteria for this post. Applicants who have a disability and who meet the minimum criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.	MINIMUM
QUALIFICATIONS <i>(if essential)</i>	NVQ4 (or equivalent) and equivalent experience.
EXPERIENCE	<p>Experience of working in the public sector particularly education, evidencing</p> <ul style="list-style-type: none"> • Experience of supporting significant projects • Experience of data analysis and interpretation • Experience of business planning and performance monitoring in a public sector environment • Experience of managing change in a politically sensitive environment • Experience of effective liaison and negotiation with politicians, Headteachers and other key stakeholders
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Ability to work in a complex environment and respond appropriately using own judgement • Ability to prioritise and deliver results within timescales • Data and information management skills • Effective communication skills both written and oral to a wide range of audiences
KNOWLEDGE	<ul style="list-style-type: none"> • A knowledge of the democratic process relating to education • A knowledge of current education policy and priorities • An understanding of key local authority responsibilities and the main statutes covering education provision • A knowledge of school planning and organisation
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none"> • We are brave. We do the right thing, we accept and offer challenge • We are curious to innovate and improve • We are compassionate, understanding and respectful to all • We are strong together by sharing knowledge • We are all responsible for the difference we make

Our values enable us to build a culture that is:

Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile

Curious - constantly learning and evolving

Compassionate and Inclusive - compassionate, understanding and respectful to all

Working Together - building and delivering for the best interests of Kent

Empowering - Our people take accountability for their decisions and actions

Externally Focused - Residents, families and communities at the heart of decision making