

Job Description

Directorate:	People
Division:	Education and Skills
Post Title:	School Organisation and Capital Specialist CC533
Evaluation:	Points 633 Grade: N10
Responsible to:	Service Manager - Education
Responsible for:	N/A
Job Purpose:	To lead a range of functions relating to school organisation, capital projects and school estate management.

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 To develop the school organisation and capital strategy and lead in production of LA strategic plans in line with legislative requirements.
- 2 To oversee the maintained school estate and ensure that effective School Asset Management Plans are produced and utilised to inform capital spending plans.
- 3 To work with internal and external partners to oversee and deliver the school capital programme, optimising access to and deployment of capital resources to ensure sufficiency of school places, improve the school estate and ensure good value for money.
- 4 To manage local authority-led school capital projects, providing a client interface between schools, building contractors (internal or external) and other relevant parties to ensure effective and timely delivery within agreed projects, including identifying and managing risks and resolving issues as they arise
- 5 To manage statutory processes associated with school organisation, providing guidance and support to schools and others on associated statutory and legal processes, liaising with all relevant bodies as required. Including ensuring the obligations of the local authority are met in relation to academy conversions
- 6 To support the delivery and management of national and local school building programmes in partnership with schools, trusts, other parts of the local authority, diocesan bodies, government departments and other relevant bodies. Including

liaising with planning officers in relation to proposed education sites and developer contributions.

- 7 To respond to school/education building and site related issues and queries, liaising with all relevant parties and providing advice and support to schools and local authority officers and elected members
- 8 To develop, implement and manage policy development and initiatives relating to school organisation, buildings and place planning in response to new legislative requirements and non-statutory government advice
- 9 To manage and monitor budgets in an efficient and effective manner in accordance with financial regulations and procedures.
- 10 To undertake research and analysis, produce and present reports, briefing notes, and complete statutory returns ensuring all data is completed accurately, agreed and submitted on time.
- 11 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.