

Post Title: School Organisation and Resources Assistant		Director/Service/Sector: Children's Services		Office Use	
Grade: Band 5		Workplace: County Hall		JE ref: 4422 HRMS ref:	
Responsible to: SEND Commissioning and Place Planning Officer		Date:	Manager Level: 1		
Job Purpose: Maintain responsibility for co-ordinating and securing relevant Pupil, Live Birth/GP, SEN and Early Years data and information required for the DfE's statutory SCAP data collection and to support the functions of the School Organisation and Resources Team and wider Children's Services; To be responsible for collating, analysing, maintaining, reporting, disseminating and developing such data and information working with the Head of School Organisation and Resources, Director of Education, School Organisation and Place Planning Manager, SEND Commissioning School Place Planning and Admissions Officer and Early Years Team. To be responsible for ensuring the accuracy of Northumberland school catchment mapping areas and liaising with Information Services Department to ensure Children's services catchment maps are they are uploaded accurately to the Council's Digital maps web pages. Provide advice and technical support to the School Organisation and Place Planning Manager and SEND Commissioning School Place Planning and Admissions Officer in relation to mainstream and SEN pupil forecasting to support statutory and general data management functions. To train the SEND Place Planning and Commissioning Assistant in functions that will support the post-holder's responsibilities and to oversee those functions for accuracy. To support the School Organisation and Resources Team in developing, collecting and maintaining identified performance measures. To identify and progress service improvement opportunities					
Resources		Staff	SEND Place Planning and Commissioning Assistant in relation to training and overseeing functions relating to pupil data and information collation and analysis as appropriate.		
		Finance	Whilst not managing budgets, the post produces data analysis, which contributes to the evaluation of value for money and produces management information that is used to set budgets. Place orders and process invoices.		
		Physical	Responsible for the collection, collation, maintenance and analysis of significant bodies of corporate data (Pupil, Early Years, Live Birth) for use at local, regional and national levels. The post holder will maintain statistical reports containing thousands of records of a very sensitive nature.		
		Clients	DCS , Directors, Heads of Service, Elected Members, Head teachers, wide range of staff, managers across the council, schools and members of the public. Ensure compliance with relevant legislation, council policies and procedures.		
Duties and key result areas:					
1. (a) To Manage all aspects of pupil data extraction using EMS (Crystal Reports), reformat the data and ensure compatibility with GIS systems eg ARCmap. Ensure that data is GIS mapped and extract reports showing relevant pupil/catchment information in a reliable and useable format.					
(b) Extract Catchment (individual school) data reports, create databases for each school in the required format and store the information in a secure area in line with Data Protection.					
(c) Collection of Live Birth data and have responsibility for the maintenance of the confidentiality of the data received. Using analytical software, develop, process and provide detailed data for use at consultation meetings and the planning of new schools. GIS Map Data for pupil forecasting. Respond to analytical and other enquiries, from the School Organisation and Resources team					

- (d) Prepare pupil/live birth/SEN/GP data and information for dissemination at a regional and national level and for relevant school consultations when required.
 - (e) Have responsibility for recording, updating and accuracy of County maps and school catchment areas Using ARCmap in accordance with the outcomes of consultation with the schools and public and as agreed by Cabinet.
2. Ensure that accurate information is available to support the work carried out by school admissions and all relevant departments. Liaise with I.T. colleagues to ensure that catchment data is accurately recorded and mapped against postcodes within the EMS system. Liaise with the Information Services department to arrange for catchment maps once updated to be uploaded onto Digital Maps to enable public access to accurate catchment information.
 3. Contribute to the provision of an immediate response service during consultation and reviews, working to tight deadlines to support the needs of the service.
 4.
 - a) Develop and produce reports from various data sources
 - b) To be responsible for the collection and maintenance of records in large databases
 - c) To handle data within the parameters of the Council's data protection policies.
 - d) Carry out independently or as part of a team, projects to implement and improve IT and other data collection systems
 5. Prepare technical materials for committees, working groups, team meetings. Produce management information in a format appropriate to the needs of the business, liaising with management to ensure its continuing relevance.
 6. Respond to more complex or detailed data enquiries both verbally and in writing.
 7. Take the lead in the maintenance of Service web and Intranet pages and ensure accuracy of published information for the following:
 8. To set up online forms working with ICT Services, creating the forms for use by schools, parents and wider public in relation to reorganisation consultation and surveys. To train staff on the use of the forms In line with the County Council Corporate Plan to give everyone the ability to submit information online.
 9. Provide relevant pupil and forecast data (including SEN) to the School Organisation and Place Planning Manager and SEND Commissioning School Place Planning and Admissions Officer for use in external consultation meetings. Arrange and minute meetings both internally and public meetings including setting up relevant equipment if required.
 10. Project Manage the School Closure Action Plan process where schools are approved for closure to ensure the effective close-down of schools through liaison with relevant officers.
 11. Provide training and management oversight as appropriate in relation to the work of the School Place Planning and Commissioning Assistant as it relates to data processes.

12. Support the School Place Planning and Admissions Manager, School Organisation and Place Planning Manager and Head of School Organisation and Resources with compilation of pupil data and pupil forecasting data, with specific emphasis on Population Forecasting ensuring the maintenance of sufficient school places by ensuring accurate and up to date information is available to them.
13. Procurement of goods and services in accordance with finance and procurement procedures.
14. To adhere to the rules, procedures and Code of Conduct of the County Council.
15. To carry out any other duties of a similar level and responsibility as may be required by the Deputy Chief Executive/DCS

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements

Transport requirements: Working patterns: Working conditions:	Occasional need to travel within County Full time – possibility of some late hours Office based with off-site working and evening meetings during consultations in particular
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Essential	Desirable		Assess by
Knowledge and Qualifications			
<ul style="list-style-type: none">▪ Good general education, demonstrating Numeracy and English.▪ NVQ Level 3 Information Technology or equivalent▪ Detailed knowledge of Data Protection Act 1998▪ Knowledge of GIS or alternative mapping systems used to map catchment areas / early years providers, pupil data / early years data.			
Experience			
<ul style="list-style-type: none">• Significant experience of maintaining and developing statistical databases including manual and computerised and the management of information systems accurately.• Advanced skills in using Microsoft software (e.g. Excel, Access, Powerpoint and Word) to enable effective data collection, processing and analysis. Experience in the use of Microsoft Publisher for the production of desktop publishing of documents/leaflets/booklets etc.• Experience of maintaining websites.• Considerable proven experience in the field of developing systems to extract, analyse and report data from large client data bases and a variety of other sources, e.g. responsibility for the production of large – scale data processing exercises• Experience of using GIS Systems and data handling programmes.• Experience of working closely with senior management in an interpretative and analytical role• Experience of working in an administrative setting including working in a data sensitive environment• Ability to manipulate data to provide information to partners in various formats and to recognise emerging trends and patterns within data to prompt action.• Introducing individuals to relevant self-learn and distance training packages and providing individual mentoring/coaching as required.• Understands the diverse functions of a large complex public sector organisation and the relevant professional issues.• Significant experience in analysing data and producing appropriate reports	<ul style="list-style-type: none">▪ Have experience of using ARCmap GIS system to produce data and catchment maps.▪ Have experience of using a scanfile system▪ Have worked in an administrative capacity supporting a committee structure.• Proven experience of working in Local Government in an area related to management information or ICT• Experience of developing reports from various data sources• Experience of computerised education management systems and have completed training programmes that support the use of the system.• Experience of using Lagan• Experience of using Evince		

Essential	Desirable	Assess by
Skills and competencies		
<ul style="list-style-type: none"> • The high volume of work to be provided with a high degree of accuracy within very short timescales. • The ability to work under pressure and manage own workload • The ability to report effectively both verbally and in writing • The ability to undertake research and statistical analysis • The ability to liaise effectively and work collaboratively with Senior Managers and members of staff • Excellent organisational skills • Experience of using analytical or other mapping systems to generate and collate information • Excellent skills in using Excel, Word, Access, Powerpoint and electronic management systems • Ability to work independently and with colleagues as required. • Excellent analytical and problem solving skills <p>The ability to create, update and proof-read booklets, documents etc to a very high standard</p>	<ul style="list-style-type: none"> • Knowledge & understanding of educational/social care software, E.G. EMS/SIMS/ONE/ICS • Contribute to development of using a website for communication. • Knowledge of information systems in a large organisation 	
Physical, mental and emotional demands		
<ul style="list-style-type: none"> • Commitment to the provision of a quality service to the general public, parents, headteachers, governors, County Council officers and members some of whom may present challenging behaviour eg failure to achieve desired school admission. • A commitment to personal development. • Ability to act on own initiative, to organise and prioritise work for self and members of your team and to work to strict deadlines. • Keen to demonstrate initiative and drive in developing the work of your team. • Keen to pursue training in any area of work relevant to the job description and grading of the post. • Need to maintain general awareness with lengthy periods of enhanced concentration. • Lengthy periods of concentrated mental attention with pressure from deadlines, interruptions and conflicting demands. • Contact with stakeholders may result in some emotional demands. • Able to work systematically, calmly and logically in a pressurised situation. • Some ongoing Physical demands requiring sitting in constant positions whilst minute taking and carrying materials required for public meetings. • To be able to meet the transport requirements of the post 	<ul style="list-style-type: none"> • Commitment to the culture of continuous improvement and partnership working 	

Other		
<p>This post is mainly office based with the occasional need to travel to sites within Northumberland.</p> <p>Due to the nature of the work involved there is a high degree of precision and speed required in the use of the keyboard.</p> <p>Occasional unsocial hours</p>		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits