

WHERE  
CAREERS  
THRIVE

When potential  
is unlocked,  
talent *thrives*



West  
Northamptonshire  
Council

Job description and person specification

## School Place Planning Assistant

Place Planning and Admissions, People Directorate

Thank you for your interest in this role. Our vision at West Northamptonshire Council (WNC) is: 'to make West Northants a great place to live, work, visit and thrive'.

We truly stand by this and work hard every day to make this a reality, and at WNC it's about our people. People who thrive with ambition, bring new ideas, demand better ways of working, care about every detail, and who never shy away from a challenge.

Our culture is a gateway for new experiences. A place to forge new opportunities. To empower you in your career and unite you with like-minded people. When potential is unlocked, talent thrives.



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## **Purpose and impact:**

The Place Planning Assistant provides essential administrative and organisational support to the Place Planning function, helping to ensure the smooth and effective delivery of statutory education place planning duties.

The role supports the Place Planning Team by maintaining accurate records, managing correspondence, tracking processes and assisting with routine data and financial administration. By providing strong operational support, the postholder enables professional staff to focus on forecasting, planning and securing sufficient education provision across West Northamptonshire.

This is a support-focused role with a strong emphasis on accuracy, organisation and coordination.

## **Accountable to:**

This role is accountable to the Place Planning Manager. The role sits within Children's Services as part of the People Directorate in West Northamptonshire Council.

## **Responsibilities:**

1. Provide day-to-day administrative support to the Place Planning team.
2. Maintain and distribute the monthly academy conversion log.
3. Assist with areas of the Capital Programme as required.
4. Assist in responding to related internal and external enquiries.
5. Manage the Place Planning inbox, logging enquiries and directing them appropriately.
6. Assist with the organisation and delivery of key events and member briefings in relation to school organisation matters.
7. Support colleagues with statutory returns and requests for information.
8. Demonstrate effective use of Office 365 and internal systems to support service delivery.
9. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
10. Take reasonable care for the health, safety and wellbeing of yourself and others

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## Person specification:

The requirements for the role are outlined below and will be part of the selection process. Each of the criteria listed below will be measured by:

(**A**) Application Form, (**T**) Test, (**I**) Interview, (**P**) Presentation, (**D**) Documentation.

Minimum levels of knowledge, skills experience and qualifications required for this job.

Skills and abilities:	Essential / Desirable	Measured by
Strong administrative and organisational skills	Essential	A, I, T
Attention to detail and a methodical approach to data and record keeping	Essential	A, I
Ability to work under pressure to meet deadlines	Essential	A, I
Experience of maintaining spreadsheets, trackers or databases	Desirable	A, I
Experience supporting finance-related processes such as invoices or budget monitoring.	Desirable	A, I
Demonstrate effective use of Office 365 (incl. Teams, OneDrive, etc.) or willingness to undertake training during the probation period.	Essential	A, T, I

Knowledge:	Essential / Desirable	Measured by
Understanding of administrative processes within an office environment	Essential	A, I,
Knowledge of local authority or education service environments	Desirable	A, I,
Understanding of, or willingness to learn, education place planning principles.	Desirable	A, I
Knowledge of Capita ONE or QGIS	Desirable	A, I

Relevant experience:	Essential / Desirable	Measured by
Experience working in an administrative or support role	Essential	A, I
Experience working within a local authority or public sector environment	Desirable	A, I

Education, training, and work qualifications:	Essential / Desirable	Measured by
English and Maths GCSE 4 (grade C) or above	Essential	A, I, D

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates.

### Additional pre-employment checks specific to this role include

*Enhanced Disclosure and Barring Service check,*

## Day-to-day in the role:

<b>Job family &amp; salary band:</b>	Business Administration WNC Band 03 Band	<b>Worker type:</b>	Part-flexible
<b>People management responsibility:</b>	N/A	<b>Budget responsibility:</b>	N/A

Current pay scales and other benefits are published on the [Jobs and Careers](#) section of West Northamptonshire Council's internet.

### Working conditions & how we work:

This role has been identified as a part-flexible worker type, this means that you will be able to worker from other work locations and when not working from an office you will be working remotely for up to 3 days a week (including from home).

## Our organisational values and behaviours

Everything we want to achieve for West Northants depends on having the right people in place and doing the right things and we want all colleagues to THRIVE, both personally and professionally. Our values and our behaviours framework underpin how we work and what partners and customers can expect from us. We want to do our very best for our residents, service users and businesses and for our staff – we want everyone to THRIVE.

<b>T</b> Trust	We are honest, fair, transparent, and accountable. We can be trusted to do what we say we will.
<b>H</b> High Performing	we get the basics right and what we do, we do well. We manage our business efficiently.
<b>R</b> Respect	we respect each other and our customers in a diverse, professional, and supportive environment.
<b>I</b> Innovate	we encourage curiosity, we are creative and seize opportunities to grow individually as an organisation and as an area.
<b>V</b> Value	We continually strive for best practice and ways of improving existing procedures, practices and systems and thereby promoting efficiency and cost effectiveness
<b>E</b> Empower	we believe in people, will listen, learn, and trust them to make decisions. We help people to realise their ambitions.

**“Valuing colleagues as individuals and encompassing our different perspectives to deliver our collective ambitions. One West inclusive culture.”**

Should you require this document in another format or language, please contact: [Careers@westnorthants.gov.uk](mailto:Careers@westnorthants.gov.uk)

# When potential is unlocked, talent *thrives*

Choose a career that offers you a true sense of achievement, fills you with pride and challenges you in a positive way, everyday.

## The benefits of a career at WNC include:

- **People** are at the centre of everything we do. Without our people, we wouldn't be able to deliver services to the people in our community.
- **Ambition** runs through everything we do at West Northants Council, we nurture and develop our people's ambition and willingness to succeed, to continually improve the service we provide to the community.
- **Care** is at the heart of West Northants Council, we care in so many ways; seen and unseen, helping our colleagues and community to thrive.
- **Flexibility** is key, we know work-life balance is critical to wellbeing, so we work hard to make sure our benefits package promotes and improves wellbeing; from annual leave, sick pay, family leave and flexible working, financial security offered by a local government pension scheme and life assurance, and discount schemes which make a difference to your day-to-day life, through to employee helplines offering free legal, health, financial and wellbeing advice and support.

We want you to have balance and be happy.

