

WHERE
CAREERS
THRIVE

When potential
is unlocked,
talent *thrives*



West
Northamptonshire
Council

Job description and person specification

School Place Planning Officer

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 Officer plays a key operational role within the Place Planning function, supporting the delivery of statutory education place planning across West Northamptonshire.

The role focuses on analysing housing growth, pupil data and development trajectories to assess the impact on early years, primary, secondary and SEND provision. The postholder will support the Place Planning Manager in identifying future education need.

This is a data-led, analytical role with a strong interface between education, planning and development management, contributing directly to evidence-based decision making and long-term sufficiency planning.

Accountable to:

This role is accountable to the Place Planning Manager. The role sits within Children & Young Peoples Services, part of the People Directorate in West Northamptonshire Council.

Responsibilities:

1. Support the Place Planning Manager in the delivery of education place planning activity across West Northamptonshire.
2. Analysing data including local demographics and school-based information and identifying statistical patterns and trends.
3. Analysing housing trajectories and yield rates to assess current and future demand for school places.
4. Assist with reviewing planning applications and housing developments to understand scale, phasing and potential education impact.
5. Assist in calculating housing yields and forecasting pupil generation in line with DfE guidance and local methodologies.
6. Support the preparation of education infrastructure assessments and evidence to inform planning responses.
7. Draft education consultation responses and S106 education contribution requests, under the direction of the Place Planning Manager.
8. Assist with monitoring agreed Section 106 obligations and maintaining accurate records of education contributions.
9. Maintain and update datasets relating to housing growth, school capacity, pupil forecasts and place planning assumptions.

10. Ensure information is managed accurately, securely and in line with data protection and information governance requirements.
11. Actively challenge and seek to eliminate any directly or indirectly discriminatory practice or behaviours.
12. Demonstrate awareness of health, safety and wellbeing considerations for 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 analytical skills with the ability to interpret and work confidently with data	Essential	A, I, T
Attention to detail and a methodical approach to data and record keeping	Essential	A, I
Excellent organisation and planning skills, pro-active, with a good attention to detail and accuracy skills	Essential	A, I
Ability to work under pressure to meet deadlines	Essential	A, I
Ability to understand housing development information, trajectories and phasing	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
Analysis of complex datasets and translating them into meaningful information	Essential	A, I,
Analysing data including local demographics and school-based information and identifying statistical patterns and trends	Desirable	A, I, T
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 in a data-focused, analytical or planning-related role	Essential	A, I
Experience in school place planning, education planning or town planning	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
Qualification or professional experience in planning, geography, education, data analysis or a related field	Desirable	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:

Job family & salary band:	Business Administration WNC Band 05	Worker type:	Part-flexible
People management responsibility:	N/A	Budget responsibility:	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 work 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.

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

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.

