



Job description			
Job title	Education Sufficiency and Place Planning Officer		
Grade	L		
Directorate	Children's Services		
Service/team	Education		
Accountable to	Head of Education		
Responsible for	Insert roles or not applicable		
JE Reference		Date Reviewed	June 2026

Purpose of the Job

You will help ensure children and young people in Knowsley thrive by taking a lead role in supporting the ongoing and future planning process associated with Education and Early Years sufficiency across the Borough.

You will do this reviewing, monitoring, analysing and interpreting information in relation to the school and Early Years provision ensuring children and young people have access to suitable school provision

Duties and Responsibilities

- You will work in partnership with all education providers including academies, faith, and voluntary schools to obtain and maintain accurate information on school capacity, capital expenditure, building condition, suitability, and sufficiency.
- You will analyse and review data to produce and present reports on suitability and sufficiency of future education needs. Lead on developing, monitoring, and updating appropriate strategies, identifying and forming projects, reports, steering groups, surveys and plans related to this.
- You will ensure you work proactively in terms of Special Educational Needs and Disabilities (SEND) reforms to ensure SEND sufficiency in Knowsley
- You will be the Council's specialist key officer for all school-based projections, proactively working with senior managers including Heads of Service, the Corporate Management Team, and the Department for Education.



- You will work closely with Planning to secure developer contributions towards new primary, secondary and SEND school places.
- You will design and formulate processes across the Education service to carry out complex analysis of the Council's pupil place planning methodology ensuring best practice in the analysis of relevant data. You will influence others to ensure this impacts on policy development in other Council Departments including Assets, Finance, Health and Housing Services.
- Responsible for interpreting and implementing Department for Education guidance related to the disposal or change of use of playing fields and school land and suitability and sufficiency of current and future education needs.
- You will liaise with the Asset Service, academies, faith and voluntary schools in relation to production of condition surveys, floor layout drawings and accommodation schedules for local authority-maintained schools.
- To submit statutory returns to the Department for Education such as the School Capacity survey.
- You will work with schools to determine and keep net capacity assessments up to date and working closely with the Knowsley Admissions Service to plan for school sufficiency.
- To lead partnership governance arrangements through School Sufficiency Governance Board
- You will represent the Education Service at working groups, public meetings, client meetings and to external organisations as required.
- To ensure appropriate information management systems are in place and contribute to the development of those and new systems as required, supplying, and maintaining appropriate and accurate expert information.

As part of your role with the Council, you share a collective responsibility to support and champion children and young people who are cared for by the Council and young people who are care experienced. Children and young people tell us that including this in all job descriptions "is good" because they want all Council employees to understand how important it is to "treat children in care and care experienced young people as they would their own". We ask that you do this with the same commitment, care and ambition that any parent would, regardless of your job role or service area. Children and young people tell us that they want all Council employees to be "genuine", helping to create a supportive environment, remaining alert to any worries and concerns, and ensuring that safeguarding is promoted and responded to appropriately.



This is not a comprehensive list of all the tasks, which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken.

Knowsley Better Together – Staff Qualities



Health and Safety

- To use equipment as instructed and trained.
- To inform management of any health and safety issues which could place individuals at risk.

Data Protection and Information Security

- Implement and act in accordance with the Information Security Acceptable Use Policy, Data Protection Policy and GDPR.
- Protect the Council's information assets from unauthorised access, disclosure, modification, destruction or interference.
- Report actual or potential security incidents.