

Role Profile

School Place Planning Officer

Education

Swindon Borough Council

Role Profile: School Place Planning Officer	**Role Profile Number:** SBC_11625
Directorate: Prevention and Communities	**Reporting to:** School Place Planning and Capital Programme Manager
Grade: CFL 9	**Date Prepared:** 22/06/2026

Our Values

Our Values shape how we work for the people of Swindon. They guide how we make decisions, how we deliver services and how we work with our communities and partners.

Our Values are:

We SEE – people, not problems – and stay curious to understand their story.
We HEAR – each other and the people we serve
We CARE – about our colleagues, our residents and our community
We ACT – with integrity, accountability and purpose
We LEARN – from data, feedback and experience so we keep improving

These five values describe the standards we hold ourselves to as a Council, and what residents and partners can expect from us.

The Swindon Commitment

The Swindon Commitment shows how we bring our Values to life every day, in every role, across all that we do. It turns our Values into practical promises between the Council, our colleagues and the people we serve so we can work together to deliver the best possible services and support.

Created with colleagues from across the organisation, the Swindon Commitment sets out a shared understanding of how we work, lead and behave. Rooted in our five core values, it reflects how we listen to, include and respond to residents, communities and each other.



Purpose:
• Lead the effective planning and delivery of education place planning across mainsteam primary, secondary, and special educational needs (SEN) provision. • Support the Council's strategic objectives by ensuring sufficient, high-quality education places are available to meet current and future demand. • Oversee education reorganisation projects and act as the client lead for education-related building schemes.
Key responsibilities and accountabilities:
• The role requires close partnership working with a wide range of stakeholders, including schools, Trusts, internal Council directorates, Localities, Swindon Commercial Services, elected Members, the Department for Education (DfE), and other external organisations. Building and maintaining effective relationships is essential to support the successful planning and delivery of education services across Swindon. • A key responsibility of the role is to lead the long-term strategic planning of education provision within the borough. This involves analysing demographic data, housing growth projections, and other factors that influence demand for education places. The post holder must ensure that future education needs are thoroughly researched, understood, and planned for, enabling the Council to meet its statutory duties and provide sufficient school places for children and young people. • The role also takes the lead in developing, maintaining, and regularly reviewing the Education Place Planning Strategy for Swindon. This includes consulting with relevant stakeholders to ensure the strategy reflects local priorities and changing needs. The post holder is responsible for ensuring that the strategic objectives are translated into clear actions and that the key initiatives identified within the strategy are successfully implemented and delivered.

PERSON SPECIFICATION

Qualifications:	**Essential or Desirable**
• Detail the Specialist knowledge and/or a deep theoretical understanding of work area, this may be through a specific and relevant qualification or equivalent work experience.	E

Knowledge and Experience:	
• Knowledge of either (or both) school organisation and assest management. • Appreciation and understanding of quality processes and systems. • Experience of working with schools, Governeing Bodies and other customers in an effective and constructive way.	E E E
Aptitudes, Skills and Competencies:	
• Ability to work to tight deadlines and organise work load efficiently. • Excellent communication skills and experience of delivering a successful and high quality customer-focused service.	E E

Other Key Features of the role

It should be noted that the duties and tasks associate with this post may change from time to time without altering their general character or the level of responsibility entailed. The above duties and activities associated with this job are neither exclusive nor exhaustive and the job holder may be called upon to carry out other such appropriate duties as may be required within the grading level of the job.




Swindon
Borough Council