Planning & Access – School Organisation and Capital Programme
Career progression framework
November 2026

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Schools Capital Programme Officer	Range 5	Manage the delivery of capital projects in collaboration with stakeholders, within the Council's capital and procurement strategies and budgets. Please see job profile for full duties.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to A level standard / alternate level 3 qualification	**Qualifications**	**Qualifications** • A project management qualification (PRINCE2, Agile, APM)
			Knowledge • Knowledge of best practice in client management within capital projects • Understanding of principles of data quality, data protection and information sharing and how to apply them • Knowledge of GDPR	**Knowledge** • Knowledge of various construction methods and the benefits and risks of these against each individual project • Good knowledge of national and local policy and guidance • Knowledge of project management best practice • Communication and engagement strategies • Budget monitoring / management	**Knowledge** • Excellent knowledge of internal processes and how to navigate potential barriers • Excellent governance knowledge of approval lines and timelines in relation to projects • Knowledge of project management tools • How to manage risk
			Experience • Experience of working to deadlines and prioritising workloads • Experience and understanding of project budget management • Experience of delivering successful projects from inception to completion with the contract value up to £500k	**Experience** • Over 1 year experience of working within a local government environment. • Experience of leading the successful delivery of school projects (new school, extension or upgrade) from inception to completion with the contract value over £500k	**Experience** • Experience of managing issues and responding appropriately, being able to discuss and negotiate with headteachers, and business managers in schools, and with contractors • Over 2 years' experience of working within a politically sensitive environment. • Experience of balancing competing priorities maintaining a focus on operational (project timelines) and financial efficiency (project budget) • Experience of leading the successful delivery of a school project (new school, extension or upgrade) from inception to completion with the contract value over £1m • Experience of using prior experience on similar school projects to ensure value for

					money and input into strategies that could be implemented.
			Skills • Excellent ICT skills including Microsoft packages: word, excel, outlook and teams • Able to drive and has access to own car to enable site visits and external meetings as required. • Able to work independently and use initiative to ensure projects continue to progress • Excellent attention to detail across all areas of work • Able to work with various stakeholders across different teams/levels • Good communication skills with the ability to clearly convey information to stakeholders in project updates, progress meetings and one to ones. • Able to effectively problem solve – addressing problems as they arise during a project • Good level of time management skills with the ability to set and work to deadlines	**Skills** • Able to identify risk which can impact the time, scope or money of a project at an early stage and ensure senior management are notified • Able to train team members on the essentials of the role, to provide continuity of service in absence and develop their subject knowledge. • Able to search for suppliers on Integra and interrogate a cost code to ensure payments have been made to a supplier using correct codes and running PO queries • Enhanced level of communication skills, with ability to build professional relationships with schools, academies, Trusts, external professionals, contractors and internal departments • Enhanced problem-solving skills – able to address problems as they arise during a project directly. • Enhanced time management skills – able to efficiently prioritise tasks, reviewing regularly to track progress and adjusting where relevant to ensure goals are met.	**Skills** • Able to resolve difficult and complex issues in a calm and proactive way • Excellent level of communication - able to identify the most appropriate style and method of communication with people at different levels both inside and outside of the organisation • Able to guide and ensure contractors are working toward the agreed specifications. • Good budgeting skills– keeping track of the PO's raised, invoices spent against that PO and outstanding amount. • Excellent time management skills – able to employ advanced techniques such as time blocking. Prioritising tasks to ensure deadlines are met. • Ability to use project management tools to ensure projects are delivered on time and to budget
Schools Health and Safety Manager	Range 5	Provide a comprehensive health and safety service to assist Medway schools and academies, ensuring legal compliance. Please see job profile for full duties.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to A level standard / Alternate level 3 health & safety qualification • NEBOSH National General Certificate (NGC)/IOSH minimum level 3	**Qualifications**	**Qualifications** • Degree qualification in relevant subject or NEBOSH degree-level diploma (level 6 qualification)

			Knowledge • Knowledge of H&S laws, including Health and Safety legislation and the Health and Safety work Act, and the legal obligations for all schools • Knowledge of GDPR	**Knowledge** • Advanced knowledge of H&S laws and systems and application to making recommendation who are non-compliant within areas identified from a school H&S audit • Developing knowledge of national and local policy and guidance, specifically around Health and Safety • Excellent knowledge of Maintained and Acadamised Schools and the differences they will have on the services we can/must provide and cost implications. • Communication and engagement strategies • Budget monitoring / management	**Knowledge** • Excellent knowledge of national and local policy and guidance, specifically around Health and Safety • How to manage risk effectively
			Experience • Minimum 1 year experience in carrying out Health and Safety audits in primary and secondary schools • Experience of working to deadlines and prioritising workloads • One year experience within a H&S environment and which demonstrates attainment	**Experience** • Experience of working with partner organisations and providing guidance, advice and challenge • Two years' experience within a H&S environment, which demonstrates NEBOSH attainment. • Minimum of 1 years' experience in developing and delivering service level agreement (SLA) for Medway schools and Academies which includes H&S audits, general and specialist advice (Fire, CDM and enforcement visits by the HSE. • Experience of completing H&S/Radiation Protection Officer (RPO) audits	**Experience** • Three years' experience within a H&S environment and which demonstrates attainment. • Experience of site management and risk assessments • Experience of managing issues as they arise being able to discuss and negotiate with headteachers, and or business managers in schools • Experience of balancing competing priorities maintaining a focus on operational (project timelines) and financial efficiency (project budget)
			Skills • Excellent ICT skills including Microsoft packages: word, excel, outlook, and teams • Able to drive and has access to a car to enable site audits and meetings as required • Able to work independently and use initiative and escalate to senior managers as necessary	**Skills** • Able to identify and assess risk in a school environment • Able to train new starters and colleagues on the essentials of the role to provide continuity of service in absence and develop their subject knowledge • Enhanced level of communication skills, able to build professional relationships with schools, academies, Trusts, external	**Skills** • Able to resolve difficult and complex issues in a calm and proactive way • Able to use the most appropriate style and method of communication with people at different levels both inside and outside of the organisation • Able to provide guidance and interpret national and local policy to ensure appropriate outcomes. • Excellent level of communication skills, able to challenge any delays from

			• Good level of communication, clearly conveying information to varied stakeholders in meetings and one to ones. • Good level of problem solving, addressing problems as they arise during a project • Good level of time management, able to set and work to deadline • Developed report writing skills	professionals, contractors and internal departments and provide professional advice on all aspects of health and safety controls and management for their site. • Enhanced level of problem solving, able to address problems as they arise during an audit directly. • Enhanced level of time management, able to efficiently prioritise tasks, reviewing regularly to track progress and adjusting where relevant to ensure actions set after an audit are completed within a timely manner. • Advanced report writing, able to follow up audits with schools and liaise with schools/trusts directly	outstanding actions which have been reported on audit reports for schools to act on in becoming compliant in a calm and proactive way. • Excellent level of time management skills, able to employ advanced techniques such as time blocking.
School Organisation, Data and Consultation Officer	Range 5	The post holder will play a pivotal role within the Education and SEND division through the delivery of all aspects of school organisation and pupil place planning through the monitoring of all appropriate data sets to provide accurate forecasting as well as ensuring the wider school system undertakes the necessary consultations and actions to ensure compliance with the relevant statutory and legal requirements. Please see job profile for full duties.	Required for this level	In addition to level A	In addition to levels A and B
			<u>Qualifications</u> • Educated to A level standard / Alternate level 3 qualification	**<u>Qualifications</u>**	**<u>Qualifications</u>** • Educated to degree level or qualification in a relevant subject matter or professional qualification in research statistics or similar relevant qualification.
			<u>Knowledge</u> • Knowledge of statutory processes regarding school organisation	**<u>Knowledge</u>** • Detailed working knowledge of the developer contributions process • Detailed working knowledge of the Section 77 and Schedule 1 of the Schools Standard and Framework Act 1998 (SSFA 1998) and the Academies Act 2010, processes and timeframes.	**<u>Knowledge</u>** • Advanced practical/procedural and policy knowledge across Planning and Access. • Knowledge of national and local policy and guidance

			Experience • Experience of working to deadlines and prioritising workloads • Experience and understanding of financial and/or budget management	**Experience** • Experience of managing a complex forecasting system or similar statistical or data management system. • Experience in a range of consultation and engagement exercises that have influenced decision making • Experience of forecasting complex data, using the past 3 years' worth of data to forecast the next 5 years for primary schools and next 7 years for secondary.	**Experience** • Experience of overseeing significant funding streams and managing income and expenditure to ensure affordability within the programme • Experience of working within a politically sensitive environment. • Experience of balancing competing priorities maintaining a focus on operational (project timelines) and financial efficiency (project budget)
			Skills • Data and statistical analysis skills with an ability to synthesise consultation findings and to present effectively to a variety of audiences and decision makers so it is usable, useful and used. • Highly developed ICT skills including advanced excel or other statistical analysis packages • Good level of time management skills, with the ability to set and work to a range of deadlines • Good level of communication skills, clearly conveying information to varied stakeholders in meetings and one to ones. • Good level of ability when using the GIS system in creating and annotating maps. • Excellent attention to detail across all work	**Skills** • Able to demonstrate primary and secondary data research skills • Able to plan ahead and have the ability to respond positively to change. • Able to work independently and use initiative to ensure projects continue to progress • Able to identify when to escalate issues to senior managers • Able to train new starters and colleagues on the basics of the role to provide continuity of service in absence and develop their subject knowledge • Enhanced level of time management skills, with the ability to efficiently prioritise tasks, reviewing regularly to track progress and adjusting where relevant to ensure actions set after an audit are completed within a timely manner. • Enhanced level of communication skills, with the ability to build professional relationships with schools, academies, Trusts, external professionals and internal departments (ICT, Legal, CATMAN, Planning & Education), for points of contact and maintaining a stakeholder list of contact details (email and contact no)	**Skills** • Able to demonstrate knowledge and application of best practice in consultation and engagement with knowledge of a range of quantitative and qualitative techniques and knowing when it is appropriate to use a given technique • Able to thoroughly analyse information, and consider alternative solutions, problem solving and adapting to new ways of working where necessary • Able to provide guidance and interpret national and local policy to ensure appropriate outcomes. • Excellent time management skills with the ability to employ advanced techniques such as time blocking and techniques to maximise productivity. • Excellent level of communication skills with the ability to present complex information in an understandable way to a range of audiences.

Education and SEND Capital programme Lead	Range 7	To lead on the delivery of capital projects effectively through the council's Building and Design services team, setting clear delivery objectives and oversees delivery against the agreed programme. Manages key stakeholder engagement for the overall capital programme and specific projects. Please see job profile for full duties.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications • Educated to degree level	**Qualifications** • Project Management Qualification e.g. Prince 2, Agile or previous practical experience of management of complex capital projects/programme	**Qualifications** • Extended previous formal training to graduate or professional qualification in relevant area of work, for example APM PMQ level (Associate for Project Management: Project Management Qualification)
			Knowledge • Knowledge and practical experience of H&S legislation and policies • Knowledge of relational databases principles and GDPR • Knowledge of national and local policy and guidance	**Knowledge** • Knowledge of statutory school organisation functions and processes • Knowledge of best practice in the client management of capital projects. • Detailed knowledge and understanding of the relevant policies and strategies for Planning & Access and how to apply and implement them.	**Knowledge** • Knowledge of local authority / public sector capital programme management specifically relating to children's services • Knowledge of town planning processes
			Experience • Experience of client management of significant capital programmes. • Experienced in the identification and management of risk in relation to projects and programmes • Experience of contributing to a project from inception to completion which has been successfully deliver on time and to budget, where the value of the project is over £1m	**Experience** • Experience of stakeholder management (internal and external) in relation to significant capital programmes • Experience of local authority / public sector capital programme management specifically relating to children's services • Experience of leading and overseeing large scale project delivery	**Experience** • Experience of developing and maintaining needs analysis that support strategic planning. • Comprehensive experience of Health and Safety within an education environment.
			Skills • Excellent report writing skills • Able to demonstrate ability to analyse and interpret very varied and highly complex information and develop strategies and solutions for long term plans.	**Skills** • Able to work independently within clear service guidelines and regularly use initiative to make decisions, referring to more senior officers for advice on policy/resource issues. • Able to use highly developed communication skills to confidently	**Skills** • Excellent line management skills, providing direction, monitoring progress, and empowering staff to achieve objectives • Able to deal with complex people management issues using HR processes to deliver fair and robust outcomes

			• Excellent level of communication, able to challenge any delays or cost variations in a calm and proactive way. • Ability to manage a team, to ensure the day-to-day functions of the team are running efficiently.	present complex/sensitive information in an understandable way, adapting the style to a range of audiences and stakeholders. • Able to use advanced planning and access knowledge to create strategies and workstreams utilising knowledge of Medway's organisational policies, practices and procedures. • Able to confidently prepare and present complex reports to be reviewed by senior officers and members • Able to write high quality business cases and client briefs for projects based on government guidelines	• Able to use contribute to the service and organisational objectives that support the public and service users. Be able to transfer these objectives into the strategies and aims of the team.