

Stirling Council

Job Description

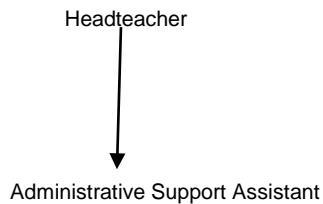
This job description may be amended from time to time dependent on job requirements and Service provision.

Section A		Grading Section
Post Title:	Administrative Support Assistant	Eval Ref.
Location:	Primary School	Grade.
Reports to post (Title):	Headteacher	Date.
Position Number:	P0	
Service:	Education	
Date:		

Section B

ORGANISATIONAL RELATIONSHIP and EMPLOYEE RESPONSIBILITY

This section describes the reporting relationships of the job within the immediate organisation and if appropriate has detail of the organisation a tier above and below the job. Also described is responsibility for employees, (if any).



Section C

PRINCIPAL PURPOSE and OBJECTIVES

This section lists the main (headline) responsibilities / accountabilities of the job.

Working with minimum supervision and guidance, to support and assist in the day to day operations of the school.

Section D**MAIN DUTIES and RESPONSIBILITIES**

This section provides detail of the main responsibilities / accountabilities. Individual tasks may be included. Note, these are illustrative only and are not exhaustive.

The postholder will perform a broad range of administrative duties working flexibly to provide support to all staff members. The job will include a broad range of tasks including some non-routine tasks.

- Providing a comprehensive administrative support including word processing, scheduling and minuting meetings, maintaining and updating records management systems, mail and general office duties.
- Provide reception and switchboard duties including receiving visitors, dealing with routine enquiries and taking and relaying messages.
- Maintain pupil related school records including admissions and leavers records, statistics and other records required by the school, Education Services, Scottish Office, or any other appropriate external organisation
- Maintain a range of manual and computerised filing systems including pupil records and financial procedures records
- To develop and maintain school based information technology systems
- Support the Headteacher, where appropriate in the maintenance of staff records e.g. sickness absence records/returns, expense claims etc
- The operation of a range of financial procedures, where appropriate, including raising purchase orders, processing invoices, maintaining records, liaising with other Stirling Council staff.
- To support and assist the Headteacher and SRO in monitoring of the devolved school budget
- To assist with internal and external school communications including circulating bulletins/information updates, obtaining, collating and delivery of information
- To assist the Headteacher in ensuring that order/invoicing systems and procedures operate within the school in accordance with Council procedures and that supplies, deliveries and payment schedules are adhered to
- To assist the Headteacher with school fund operations and in the preparation of information for audit purposes
- Liase with Stirling Council headquarters staff as required on a range of issues including payroll, HR, information systems/technology and contracts services
- To undertake a range of clerical and financial support duties related to school trips, school meals, school outings and excursions and other miscellaneous matters as directed by the Headteacher
- To assist, where appropriate, in the support tasks associated with examination arrangements
- Working flexibly and participating in any other duties as may be considered appropriate for this post

Section E**RESPONSIBILITY for PHYSICAL ASSETS, DATA and FINANCE**

This section details responsibility for **physical assets**, eg. vehicles, buildings, stock control / procurement, **data**, eg computers, record keeping, **finance** eg. budget holding / monitoring / cash handling.

The postholder will be responsible for ensuring the safe and secure storage of records and data

The postholder will have some responsibility for stock control/procurement/cash handling

Section F**COMMUNICATIONS SKILLS**

This section notes examples of the individuals or organisations with whom the post holder will come into regular contact, and explains the nature of the communication and level of skill required by the postholder.

Internal: Staff at all levels in the organisation

External: Contact and communication with pupils and parents and visitors to the school. MSPs, other public bodies, businesses and members of the public

Section G**MENTAL SKILLS**

This section details the level of problem solving, analysis, creativity, forward planning/scheduling required.

The postholder must be able to undertake a varied range of clerical/administration support duties and will need to use skills and initiative to ensure their effective delivery.

There requires to be a degree of creativity and complexity in the maintenance of various manual and computerised systems and in the presentation of reports and other materials required by the Headteacher and the school.

Postholder must be thoroughly conversant with the various financial and support procedures in place and timescales associated with these.

Whilst main priorities are identified by the Headteacher use of own initiative is essential.

Section H**WORKING ENVIRONMENT and PHYSICAL EFFORT**

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions, plus any specific physical effort. Any need for out of hours working will be noted.

The post will operate on the basis of a term time only working year of 39 weeks. The salary and leave entitlement will therefore be applied on a pro-rata basis to reflect the shorter working year. Payment of salary for permanent employees will, however, operate throughout the year.

Annual leave will be permitted subject to the exigencies of the service, and paid annual leave will generally be permitted only during school holidays.

Section I**KNOWLEDGE and SKILLS**

This section details the knowledge and skills including any qualifications, specific training or experience required.

Essential Criteria:**Education**

Good general education required including SQA or equivalent qualification in English and Maths at Credit/General level

Skills/abilities

Experience of office practice, finance/cash handling activities and computer software packages including Microsoft Office

Good ICT skills

Strong organisational skills

Excellent communications skills

Discretion and Confidentiality

Experience

Experience of working in an office environment in a similar role

Desired Criteria:

Possession of higher qualifications relevant to the post

Local government or public sector experience