THE CITY OF EDINBURGH COUNCIL

City of Edinburgh Council
Job Profile

DEPARTMENT:	Children and Families
SECTION:	Special Schools
POST:	School Administrator
RESPONSIBLE TO:	Head Teacher

PURPOSE OF THE JOB:

To operate financial management, integrated management information and budgetary information systems for the school, under the supervision of the Head Teacher.

To provide a wide range of administrative, clerical, secretarial and general office support services.

MAJOR TASKS/JOB ACTIVITIES:

In accordance with Council policy/procedures and the instructions of the Head Teacher, to monitor the delegated staffing and non-staffing (DSM) budgets. The DSM finance systems cover a variety of delegated budgets including teaching and support staffing, staff development, oil, electricity, gas, telephones, postage, capitation, furniture and fittings, community use of premises, property maintenance, cleaning materials, cash targets and income generation.

In liaison with the Head Teacher, to ensure that overspend on allocated budgets does not occur. Accountable for reconciliation of banking and for all financial transactions. To authorise cheques, certify invoices and respond to/rectify any problems that occur with suppliers. To maintain accounts for school funds, excursions, petty cash, etc. Preparing withdrawal slips and cheques as required.

To assist the senior management of the school with regard to all enrolment procedures. Checking completed applications and associated confidential documents before forwarding to Education Authority offices.

Ensure the relevant data systems are managed effectively and kept up-to-date i.e. Seemis (pupil and staff database), DSM (staffing and budget expenditure), School Fund (monitoring all income and expenditure).

To provide a wide range of administrative, clerical and general office support services including:

To provide a confidential PA service to the Head Teacher.

To undertake a range of clerical tasks associated with the 5-14 programme, National Testing, SQA, School Development Plan, Staff Development and Review.

To undertake word processing for staff throughout the school including correspondence, reports, IEPs, minutes, records and returns, purchase orders, class handouts, information bulletins, PLPs, Children's Panel reports, regular Review reports, pro forma design etc.

Reception and switchboard duties, receiving visitors, taking and relaying messages, answering simple queries, locating staff, receiving deliveries, dealing with tradesmen, etc. To manage and provide a welcoming environment for parents and visitors, ensuring that any difficulties are dealt with in a confidential and appropriate manner.

Contribute to the supervision and monitoring of the school security system and screening of all visitors.

Supervision/maintenance of an effective free school meals roll.

Requisitions and invoices - maintain filing system of requisitions and invoices. Process invoices and progress outstanding orders. Complete certification.

Medical - maintain medical supplies, order supplies, keep records of administration of medication, keep records of First Aid.

Assist with the administration for outings and excursions, collect and record money and prepare money for banking.

Undertake mailing duties.

Collating diaries, arranging appointments.

Tasks association with the operation of the Intranet /email systems.

Clerical tasks association with Property Service reports.

Other duties relevant to the post.

RESPONSIBLE FOR:

None.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or

undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

EMPLOYEE SPECIFICATION:

Council Core Competencies

These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making
These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity

School Administrator	**Essential**	**Desirable**
Experience	Experience of financial/book-keeping procedures and computerised information systems Previous relevant experience in office administration and finance	
Knowledge, Skills and Understanding	Word processing skills Ability to monitor budgets and keep financial records	Knowledge of the SEEMIS computer system
Qualifications and Training	ONC/NC or equivalent in an appropriate discipline *(*or substantial relevant working experience) Working knowledge of information technology	
Job Specific Requirements	Ability to plan, prioritise and organise work	

	Must be able to communicate effectively orally and in writing Must be able to work unsupervised and accept responsibility Ability to make appropriate decisions in absence of Head Teacher Ability to demonstrate problem solving skills and initiative Must appreciate confidentiality Must be able to form effective relationships with pupils, staff and parents	
Applicants should always check the Job Vacancy Summary for any specific employee specification requirements for the advertised vacancy.		