



City of Edinburgh Council Job Profile

DEPARTMENT: Children and Families
SECTION: Schools and Community Services – Secondary Schools
POST: Administrative Officer
RESPONSIBLE TO: Business Manager

Purpose of Job:

As a senior member of the business support team the postholder will play a key role in supporting financial management, human resources advice and general administration within the school.

Major Tasks:

In particular the postholder will be required to assist with the delivery and development of:-

- financial support, planning and budget monitoring,
- management information,
- office support services and the allocation and supervision of work to office-based staff,
- human resources policies, procedures and the maintenance of records,
- pupil records,
- statistical reporting,
- community access and where appropriate adult education classes within the school.

Job Activities

Financial

Ensure all financial transactions relating to the school are properly recorded on the Council's financial ledger Oracle/Frontier against the correct staffing and non-staffing budget codes on a day to day basis and in accordance with Council policy and procedures.

Interpret and present this information as required to assist the Business Manager with the preparation of a comprehensive monthly financial monitoring report for the school.

Liaise with the Head Teacher, promoted teaching staff and Business Manager to ensure that overspends on allocated budgets do not occur, that income targets are achieved and that any saving targets are met.

Manage day to day purchasing activity including ordering, receipt of goods and invoice payment.

Act as the school cashier being accountable for recording all income generated and received, reconciliation of banking, authorising cheques, approving invoices, on-line payments and liaising with and rectifying any problems with suppliers.

Accountable for ensuring proper and accurate accounts and records are maintained for the school's finances as required including school funds, excursions, petty cash etc.

Administration

Manage the operation of computer-based administration systems.

SEEMIS – recording items such as pupil records, pupil admissions and school leavers, exclusions, the administration of examinations, timetabling, daily registration, pupil assessment, free school meal entitlement, Scotxed, tracking monitoring and reporting of pupil progress, and the day to day administration of cashless catering cards.

Manage secretarial and office administration arrangements to support the Head Teacher and the senior management team including the production, filing and retrieval of confidential, personal information, management of mail and the distribution of staff and pupil communications within the school.

Community Access

In this regard the post holder will have specific responsibility for the administration of community access, raising invoices for school lets and the associated production of management information re costs, usage and income. This will include maintaining records of the details of individual customers, clubs and groups accessing the school and their frequency of use.

Where appropriate the postholder will be required to assist with the administration of the adult education programme including day and evening class enrolments and the collection and banking of income. Where such classes are run in schools the post holder will be required to assist with advertising the adult education class programme including liaison with class participants and tutors for example to communicate room changes or class cancellations.

Property and Assets

Ensure that a comprehensive register of equipment (including the acquisition of new and the disposal of old assets) is maintained as stipulated by Internal Audit.

Co-ordinate, in liaison with Pupil Transport Section, the provision of free travel for pupils between home and school and the use of school-based minibuses.

Administration of SQA and Other Exam Bodies

Supervise the delivery to senior management of the administrative arrangements with respect to examination presentations.

Ensure that data entry is undertaken within the appropriate timescales.

Human Resources Advice and Support

Maintain accurate records for both teaching and support staff and ensure that the HR service centre sections are advised timeously of any movements and changes in circumstances of staff which affect their pay or terms and conditions of employment.

Process payroll claims and staffing information and administration of the HR system.

Assist and support the effective management and recording of sickness absence and attendance at work.

Co-ordinate recruitment and selection documentation for all vacant posts and where required participate in the recruitment process for support posts.

Liaise with senior staff regarding routine personnel matters including applications for staff leave of absence, payroll and contract queries.

Ensure accurate and complete personnel statistics and reports are prepared for management as requested.

Supervision/Management of people

The post holder will be responsible for the day to day allocation and supervision of work to office-based support staff, typically four Clerical Assistants, assisting and supporting the return-to-work sickness absence and attendance management. The post holder may provide information to the Business Manager to enable them to effectively conduct the PRD reviews of office based support staff.

Ensure that administrative and clerical staff:

- have been trained in both the input of information, and use of computer-based systems used in the school;

- are familiar and efficient in the delivery of their work for any management information reports required, and
- are generally familiar with administrative procedures and protocols.

Promote and implement agreed improvements to the internal management of administrative services to the School.

Creativity and Innovation

Extracting source data and presenting this as management information and reports. This will require detailed knowledge of systems and the ability to extract large, complex data sets.

Producing written work / correspondence /ad hoc reports as requested.

Reviewing and revising systems where appropriate to improve efficiency.

Problem solving e.g. investigating and resolving discrepancies in financial transactions.

Carrying out investigative/analysis work in relation to financial systems e.g. calculation of parental contributions required for school trips and excursions.

Supervising first line customer services e.g. dealing effectively with complaints and parental enquiries.

Contacts and Relationships

Head Teachers and Promoted/Teaching staff – daily, e.g. providing information on financial matters and general advice.

Initial contact with parents this may be daily, face to face and on the telephone. Contact may involve responding to queries and providing advice on school matters and receiving and recording personal information about pupils.

Pupils

School suppliers

Central staff in Children and Families, Finance, HR and property – daily providing information and reports.

Decisions (Discretion)

Within the framework of Council and Departmental procedures the postholder will determine priorities, allocate work to office staff, monitor performance, respond to problems arising, decide when issues should be escalated and generally ensure that administrative services are operating effectively. In this regard the postholder will be expected to make recommendations and implement changes to systems and procedures.

Decisions (Consequences)

The postholder will be responsible for the day-to-day work allocation and supervision to office-based support staff and the provision of a range of accurate management information for decision making purposes.

Resources (may vary)

The postholder will:

- hold and administer the budget for the school office supplies, for specific support staffing and their overtime budget
- maintain the filing and reference systems for staff and pupil records.

Environment - Work Demands

The nature of the work requires the postholder to work to competing tight deadlines whilst ensuring attention to detail. The postholder will allocate work to other staff within the office.

Environment – Physical Demands

Normal physical effort.

Environment – Working Conditions

Work normally carried out within an office environment.

Environment – Work Context

Work is carried out in a school office environment, ensuring confidentiality of pupil and staff records are maintained.

Knowledge and Skills

The postholder should have:-

an HNC level qualification, preferably in a finance or business related discipline, or have extensive relevant office management experience;

a good working knowledge of Microsoft office and computerised systems;

experience of financial management within a complex organisation;

the ability to undertake day to day staff supervision.

ADDITIONAL INFO:

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

Administrative Officer	Essential	Desirable
Experience	Experience of working within an office environment or a comprehensive understanding of office administration.	Experience of working with financial information and have the ability to provide financial support in respect of school finances, including assisting in accounts and record keeping, planning and budget monitoring Knowledge of cash recording and banking procedures Experience of interrogating information systems and reporting on data

		<p>Experience of allocation of work and day to day staff supervision</p> <p>Experience of data entry and record keeping</p>
Knowledge, Skills and Understanding	<p>Proven organisational skills and the ability to work to competing deadlines whilst ensuring attention to detail</p> <p>Ability to manage secretarial and office administration arrangements</p> <p>Have a good working knowledge of administrative procedures and computerised systems including MS Office, Spreadsheets</p> <p>Ability to understand procedures and Council Policies</p> <p>Ability to engage with people at all levels and to establish and maintain good working relationships</p> <p>Good written and verbal communication skills</p>	<p>Experience of using, manipulating and extracting information from spreadsheets</p> <p>Ability to monitor, interpret and present financial information</p>
Qualifications and Training	<p>HNC level qualification, preferably in finance or a business related discipline or have extensive relevant office management experience</p>	

<p>Job Specific Requirements</p>	<p>Ability to maintain the filing and reference systems for staff and pupil records, ensuring accuracy and confidentiality</p> <p>Ability to investigate and resolve problems</p> <p>Ability to follow procedures</p>	<p>Ability to analyse systems and procedures in order to develop, recommend and implement changes</p>
<p>Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.</p>		