



THE CITY OF EDINBURGH COUNCIL

**City of Edinburgh Council
Job Profile**

DEPARTMENT: Children and Families
SECTION: Schools
POST: School Administrator
RESPONSIBLE TO: Head Teacher / Business Manager

PURPOSE OF THE JOB:

To provide and operate financial management, integrated management information and budgetary information systems and services for the school.

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

MAJOR TASKS/JOB ACTIVITIES:

The postholder is responsible for the management, organisation and supervision of administrative support staff. Within the framework of Council and Departmental procedures s/he will determine priorities, allocate work to staff, monitor performance, respond to problems arising and generally ensure that services are operating effectively.

Examples of other duties which the postholder *may* be required to undertake.

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 which 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), D S M (staffing and budget expenditure), School Fund (monitoring all income and expenditure).

To manage and provide the delivery of a wide range of administrative, clerical and general office support services.

To prioritise staff duties within the school office.

To provide a confidential PA service to the Head Teacher.

To manage and provide a welcoming environment for parents and visitors. To ensure 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.

Responsibility for liaison with the Service Support Officer.

Supervision/organisation of all transport arrangements within school.

Supervision/maintenance of an effective free school meals roll.

RESPONSIBLE FOR:

Typically:

Clerical Assistant
Learning Assistant

ADDITIONAL INFORMATION / CONDITIONS:

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	<p>Experience of financial/book-keeping procedures and computerised information systems</p> <p>Previous relevant experience in office administration and finance</p> <p>Experience of staff supervision</p>	
Knowledge, Skills and Understanding	<p>Word processing skills</p> <p>Ability to monitor budgets and keep financial records</p>	Knowledge of the SEEMIS computer system
Qualifications and Training	<p>ONC/NC or equivalent in an appropriate discipline (or substantial relevant working experience)</p> <p>Working knowledge of information technology</p>	
Job Specific Requirements	<p>Ability to plan, prioritise and organise work</p> <p>Must be able to communicate effectively orally and in writing</p> <p>Must be able to work unsupervised and accept responsibility</p> <p>Ability to make appropriate decisions in absence of Head Teacher</p> <p>Ability to demonstrate problem solving skills and initiative</p> <p>Must appreciate confidentiality</p> <p>Must be able to form effective relationships with pupils, staff and parents</p>	
Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.		