Recruitment Information Pack

Job Title	Administrative Assistant
Reference No	489.62
Location	Hawhill Primary School
Hours	28
Salary	£26,447 - £28,418 – Pro Rata
Status	Permanent

Thank you for your interest in this post, if you have any questions in relation to the recruitment process or if you are disabled and require any adjustment to the recruitment process please contact our recruitment team on 01506 28 22 22 or email recruitment@westlothian.gov.uk.

Privacy Notice – HR Services - Recruitment

Information held about you.

West Lothian Council will hold the following personal information:

- Full name
- Home address
- Email address
- Employment history
- Training/qualifications
- Registration with professional bodies
- Equal opportunities monitoring information (gender, ethnic origin, sexual orientation, religion and disability)
- Criminal convictions (if applicable)
- Pre-employment checks (health screening, references and PVG check if applicable)

Who is processing my information?

All personal information is held and processed by West Lothian Council in accordance with data protection law.

How will we use information we hold about you?

Personal information held by West Lothian Council will be used in the following ways:

- To assess the suitability of applicants for the job they have applied for
- Equal opportunities monitoring information will be used to monitor the councils compliance with equality legislation
- To populate the HR Payroll system for successful candidates (see privacy notices on performance of contract of employment for further details)

Who we will share your information with?

We will not share your information with any external bodies.

How long do we keep your records?

If your application is successful we will keep your information for a period of 6 years after you leave employment with the council. Information stored on the Myjobscotland website will be retained for 7 years from the date of your application.

If your application is unsuccessful, all information will be kept for a period of 6 months, following which it will be securely destroyed. Information stored on the Myjobscotland website will be retained for 5 years from the date of your application.

Your rights

You have a number of rights under data protection law, including the right to request your information and to request that the information be amended or, in some circumstances, erased if incorrect.

To request your records, you will need to put your request in writing to HR Services, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF

Email – hrsupport@westlothian.gov.uk

You also have a right to make a complaint about our handling of your personal information to the Information Commissioner's Office.

Further information

If you have any questions or concerns about how your information is used, please contact Data Protection Officer, West Lothian Council, West Lothian Civic Centre, Howden South Road, Livingston, West Lothian, EH54 6FF or email DataProtectionOfficer@westlothian.gov.uk

More information about data protection and how it applies to you is available from the Information Commissioner's Office.

About Education Services

Schools

West Lothian Council's 68 primary schools, 13 secondary schools, 66 early learning and childcare settings and 5 additional support needs schools deliver Education Services to approximately 26,000 pupils and approximately 4,000 pre-school children, their parents/carers and the wider community.

Education is provided in terms of the Education (Scotland) Act 1980, the Standards in Scotland's Schools Etc. Act 2000, the Education (Additional Support for Learning) (Scotland) Act 2004, and the Children and Young People (Scotland) Act 2014.

Schools work towards achieving the key strategic aims of the council. In particular, schools improve opportunities for young people, in partnership with centrally based officers, other Council services and external partners by:

- Raising standards of attainment and achievement for all
- Addressing the 'poverty related attainment gap' by ensuring equity of opportunity
- Improving employability and positive destinations for all school leavers
- Improving the learning environment
- Promoting equality of access to education
- Promoting citizenship and community engagement
- Promoting skills for lifelong learning including enterprise and creativity

Quality Improvement

The core function of the Quality Improvement Team (QIT) is to support and challenge school leaders in all schools to build capacity for self-evaluation that leads to improvement in the key areas of:

- Leadership and Management
- Learning Provision
- Success and Achievements

The team plays a key role in driving the implementation of the Raising Attainment Strategy, through effective quality improvement activities, which includes validated self-evaluation. The team also carries out individual and collective school attainment reviews, engaging school leaders in the forensic analysis of performance data to inform improvements and interventions.

The Quality Improvement team drive improvement in Early Learning and Childcare in Council establishments and partner providers.

The Quality Improvement team also assist with the recruitment and appointment of senior leaders in schools (Head Teachers and Depute Head Teachers), and builds capacity for effective senior leadership and leadership at all levels.

The Child Protection Officer (Education) provides high level expertise for Designated Members of Staff at school level for all aspects of child protection. The CP Officer liaises closely with national and local partner agencies to ensure a co-ordinated approach to child protection.

Performance Team

The core function of the Performance Team is to provide the Quality Improvement Team and schools with support in the management, analysis and intelligent use of data to support improvements in key indicators of performance. The Performance Team are also responsible for managing data collection and validation.

Inclusion and Wellbeing Service

The Inclusion and Wellbeing Service (IWS) works in partnership with schools, the Educational Psychology Service, the Quality Improvement Team and multi-agency partners to deliver education services and contribute to the overall aims of the council in relation to the educational attainment, achievement and health and wellbeing outcomes for West Lothian's children and young people.

More specifically, the service supports schools in improving the delivery of education provision, learning experiences and opportunities for children and young people with additional support needs across the curriculum in every educational context and setting, enabling all pupils to achieve at their highest potential. Collaborative planning with multi-agency partners is a key focus throughout the service's strategic and operational activities with the Getting It Right for Every Child agenda underpinning all partnership working.

Education Psychology

The Educational Psychology Service (EPS) works directly with children and their families, schools and multi-agency partners to contribute to the overall aims of the council in relation to the educational achievements and mental health and wellbeing outcomes for West Lothian's children and young people.

Strategic Resources

The team is the client interface with Finance, Estates and Property Services for the provisioning on new schools and early learning and childcare (ELC) settings and for delivering improvements to the current school estate.. The team works in partnership with Finance, Estates and Property Services and Operational Services for services to schools and has responsibility for health and safety, business continuity planning, statutory compliance and control of risk across the service.

The team undertakes workforce planning for teaching and non-teaching staff across the service including job sizing for promoted teaching posts. The team provides schools with business support and support for SEEMIS (schools management information system for staff and pupils) including completing census annual returns for the Scottish Government (ScotXed). The team also provides support for iPayimpact (an online payment facility for parents/carers).

Early Years Development

The Early Years Development Team have a lead role in service for the quality assurance in early learning and childcare (ELC) in relation to ensuring that all council settings including private partner providers, playgroups and childminders (with the SCMA) meet and maintain the National Quality standard published by the Scottish Government for eligible children.

Digital Learning

The Digital Learning team provide support to schools to enable them to develop teaching resources through the use of digital platforms and to complete their strategy for the hardware and devices within their school. The team also support the Council's Virtual Campus and use of GLOW. The team are a key part of provisioning for new schools and early learning settings.

Instrumental Music

The Instrumental Music Service encourages achievement, enhances and supports the music curriculum within schools and delivers all aspects of Curriculum for Excellence to our young musicians. The service delivers music tuition in a range of instruments to children and young people in West Lothian.

Instructors work across groups of schools, ensuring access to instrumental tuition and extending pupil experience. The central team is responsible for managing, developing and supporting all aspects of the Instrumental Music Programme on behalf of West Lothian Education Service and for organising and delivering career long professional learning development opportunities. This ensures that good professional standards are maintained in liaison with school music departments. The team also co-ordinates West Lothian Schools Area Bands and Ensembles Programme.

Community Arts

Community Arts supports the development of arts and cultural activity in West Lothian and provides opportunities to participate in the arts by offering a range of curricular and community-based learning and development opportunities. Arts Officers manage the community arts programme including the Youth Music Initiative (YMI) and also work in partnership with Planning and Economic Development, the service manages the council's Public Art programme which is funded by developer contributions. Grassroots Public Art grants enable communities to manage the commissioning of new pieces of public art which are based on community consultation and engagement.

Community Arts work with West Lothian Leisure to provide high quality cultural facilities at Howden Park Centre and manage a year-round performing and visual arts programme at both Linlithgow Burgh Halls and Howden Park Centre. Linlithgow Burgh Halls also provides a range of flexible spaces for hire to community groups and individuals.

Active Schools and Community Sport

Active Schools is a national network of staff working across Scotland to increase capacity and provide opportunities for children and young people to participate in sport before and after school. The team work together to provide a wide range of opportunities connected to physical education, school sport and club sport.

Customer Support
The Customer Support Team are responsible for the administration of early learning and childcare placements, placements at the P1 and S1 stages. The team have responsibility for parental involvement, co-ordinating freedom of information requests and the central complaints service. It also covers the letting of primary schools and halls, internal and external communication and the achievement of customer quality standards.

Adult Learning and CLD Youth Services
Adult Learning and CLD Youth Services have a strong focus on early intervention, prevention and tackling inequalities. These services empower people individually and collectively to make positive changes in their lives and in their communities; in line with corporate plan priorities 1, 3, 5, 6 and 7. Access to high quality learning, skills development, attainment and activities to promote health and wellbeing are important factors in determining life chances and can be a key to reducing inequality. Working together and with our partners CLD Youth Services and Adult Learning aim to ensure that disadvantaged communities have access to community learning and development support they need and help our most disadvantaged citizens develop the skills and support to participate fully in society.

Customer Participation
The service actively engages with customers and potential customers in the delivery and re-design of services to ensure that they are accessible and focused on their needs and preferences.

Council Strategies

Education Services is responsible for the development and implementation of the following corporate strategies; Raising Attainment Strategy, Active West Lothian Strategy.

Equality and Diversity

Equality is relevant to us all. Addressing discrimination and promoting equality are everyone's core business.

We want a West Lothian in which all people and communities have a say in their future and an equal opportunity for health, safety, education, fulfilling work, and a high quality of life. West Lothian Council has published equality outcomes, equality information on our workforce and our progress on mainstreaming equality. This reflects our commitment to promoting equality and eliminating discrimination as well as fulfilling our statutory duties under legislation.

The council recognises and values the diverse range of talents, skills, experience and perspectives that exist within society and believes that those qualities and attributes should also be reflected within the composition of its workforce, its employment practices and in the planning and delivery of its services.

Central to the council's Equality and Diversity agenda, is the prevention of discrimination, victimisation and harassment against service users and employees on any grounds, but particularly in relation to the following protected characteristics:

- age;
- disability;
- sex (gender)
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sexual orientation

In addition, prevention of discrimination, victimisation and harassment in relation to gender identity, gender expression, non-binary identities, language, social origin, employment status, political belief, trade union membership or activity, or responsibility for dependants is key to ensuring we have a diverse and inclusive workforce that reflects the communities we serve.

West Lothian Council is a Stonewall Diversity Champion and is committed to advancing LGBT equality and this is reflective in all our policies which are inclusive of all protected characteristics.

How to apply

Our preferred method of receiving applications is on line. In the interests of equality we do not accept C.Vs.

All applications must be received by the closing date stated on the advert and any late applications will not be accepted. Where there have been a high number of applications for a post, we may decide to close the post early. We do not keep copies of application forms on file for any future similar vacancies and therefore you will need to complete a separate application form for each post that you apply for. However, when applying on line the system will remember your core details.

If you apply for a post on line we will contact you using the email address you have provided.

The information you provide in your application is used to determine whether or not you should be shortlisted for interview. It is therefore in your interest to complete the form fully and carefully. Your application form should contain sufficient information to demonstrate that you have the skills and experience required for the post.

What happens next?

Following consideration of your application you will be notified as to whether or not you have been selected for interview.

If you are selected for interview you will receive an email from us confirming this and asking you to log in to the Myjobscotland website and select a suitable interview time. If you are not selected for interview you will receive an email confirming this.

Successful Candidate

The successful candidate will receive a conditional offer of employment, pending completion of the following checks, as appropriate.

- Pre employment health check
- References
- PVG
- Eligibility to work in the UK

A formal offer of employment will be issued only when all checks have been satisfactorily completed.

If you have any questions please email recruitment@westlothian.gov.uk

Terms and Conditions of Employment for Employees

Conditions of Service	Conditions of Service are those of the Scottish Joint Council for Local Government employees as adopted and amended by West Lothian Council
Hours of Work	Hours of work for a full time post are 36 hours per week. The standard working hours are Monday – Thursday 8.30 – 5.00, Friday 8.30 – 4.00. School based staff are employed on sessional contracts of either 38, 39 or 40 weeks. Contracts in early learning and childcare are 52.14 weeks. Adult Learning Team work 52.14 weeks per year
Pay	Employees are paid by bank transfer on the last Thursday of the month. Where appropriate you will receive an annual increment on the 1st April each year, until you reach the top of the grade.
Annual Leave	Depending on length of service you will be entitled to either 25(180 hours) or 30 (216 hours) days annual leave, this will be pro-rated for part time employees. The leave year is 1st January to 31st December. School based sessional staff will receive additional pay, depending on their length of service, to reflect their annual leave entitlement.
Public Holidays	There are 7 paid public holidays. Part time employees will be given a pro -rated entitlement to reflect their particular working arrangements.
Sickness Absence	Your entitlement to sickness allowance will be in accordance with the Scheme of Sickness Absence set out within the National Agreement on Pay and Conditions of Service for Scottish Local Government employees.
Pension	You are legally required to make provision for your pension. Employees with permanent contracts, or temporary contracts for 3 months or more, will automatically become members of the Local Government Pension Fund, unless they apply to opt out. Pension contributions are based on your salary.

Appraisal Development Review	All employees are entitled to an annual review with their manager, to identify any development needs and set objectives for the coming year.
Employee Benefits	The council has negotiated discounts for employees with over 90 local businesses and over 1,000 businesses nationally. Employees can take advantage of 20% off membership and free joining fees with West Lothian Leisure. As part of its commitment to having a healthy workforce the council offers physiotherapy, counselling and an Employee Assistance Programme
Pool Cars	The council provides access to pool cars for employees who need to drive as part of their job.
Trade Union	The council supports collective bargaining and you have the right to join a trade union and take part in its activities and are encouraged to do so.
Health and Safety	The council is committed to ensuring a healthy and safe working environment for all employees. Health and safety responsibilities are set out in the Occupational Health and Safety Supplementary Policy and Safety Arrangements booklet for your workplace.

West Lothian Council

Job Description

Job Title	Administrative Assistant
Reports to:	Head Teacher
Location:	Hawkhill Primary School

Purpose of the job

To ensure efficient support in the operation of all administrative processes within the primary school. Assists the school management team f by providing accurate, up to date information in various key areas including finance and pupil information. Overseeing and supporting other staff in the effective delivery of administrative functions. Delivers first line enquiry service to all internal and external school contacts.

Job Scope

In Primary and Nursery Schools, reports directly to the Head Teacher.

Post holder assists in effective implementation of all administrative and financial functions within the school e.g. prioritising, multi-tasking, devising new administrative systems to capture data and produce reports, meet deadlines and targets set and controlled by school year/events.

Key Responsibilities/Functions

- General Administration in accordance with defined guidelines and procedures including 1:1 admin support to senior staff.
- Data Management - Responsibility for maintaining all information kept within the school in accordance with Data Protection requirements.
- Communication - Main front line contact for all external and internal contacts to the school.
- Security/Health & Safety - Operation, maintenance and allocation of School security as required.
- ICT – Implement and support school MIS System and upgrades as necessary.
- Provide HR admin function for all school staff.
- Finance - Ensure efficient and accurate information is available on all school finances by utilising appropriate systems.

CURRENT TASKS

General Administration

Organise/Oversee school calendar on a day-to-day basis, making appointments as necessary.

Provide administrative and some PA support to school management team, eg Minutes, reports etc.

Assist with production of general school reports – Pupil Year End Reports, School Improvement Plan, Quality & Standards Report etc

Provide admin support for school functions and events, eg Buses, School trips, Prize giving, etc.

Ensure property maintenance schedules and timetables are checked and updated and liaison with FM staff where appropriate.

Plus any other duties as directed.

Data Management

Initiate, implement and maintain records on school MIS system and produce reports where necessary , eg Registration, attendance and free school meals list, asset/inventory records etc.

Ensure data is maintained and controlled to comply with SCOTXED returns.

Ensure accurate data entry in support of curriculum management function.

Effective organisation and quality control of all school and council literature, eg Parents handbook,

student diaries, parents newsletter/communications, etc.

Communication

Manage reception function and ensure effective flow of communication across all staff, pupils, parents and visiting services, eg Mail, email, telephone messages etc.

Continually revise and update communication methods in accordance with council policy.

Security/Health & Safety

Ensure adherence to Council School Security Policy e.g. ensure visitors' protocol is adopted and

followed.

Assist Head Teacher in ensuring compliance with Health & Safety procedures, eg school trips etc.

ICT

First line responsibility for reporting and recording IT issues for MIS System and other admin software.

Ensure office/support staff have access to adequate training on the tools used within the school.

HR

Ensure correct paperwork is completed for central HR for new starts, staff changes, leavers etc.

Maintain records and comply with Staff Absence Management policy, eg Timesheets, returns to Payroll etc.

Finance

E-procurement – order, receive, check and invoice for all goods coming into the school.

Administer school imprest system in line with council policy and procedures.

Maintain and administer accurate records in relation to school fund.

Collection and recording of monies for school trips, events and functions and preparation of money for banking.

Administer school letting policy and liaison with finance in relation to this matter

RESOURCE RESPONSIBILITY

Finance / Budgets

Daily responsibility for cash handling – up to £2,000

Reponsible for co-ordinating efficient recording of financial transactions within the school to support the Head Teacher and Resource Officer.

Other

Ensure data management systems are routinely maintained and updated.

DECISIONS MADE

Assisting in the communication between parents, outside contacts and appropriate internal school staff.

Liaising with, and providing information and advice, to social work and school health on attendance and enrolment.

Responsibility for the operation of the school management system (SEEMIS) and Council procurement system (PECOS)

Maintain school accounts – School Fund (including reconciliation on FUNDSMASTER), Uniform Accounts, School Meals (IPAYIMPACT), etc

Assessing when queries should be referred to senior school staff within school procedures.

Contacting IT when IT issues require to be resolved by specialist support.

WORKING RELATIONSHIPS / CONTACTS

Immediate Subordinates

Partial responsibility in partnership with Head Teacher / Principal Teacher for Clerical Assistants and possibly some Pupil Support Workers.

Others Within West Lothian Council

HR, Finance, Social Work, internal mail delivery and construction/maintenance workers, FM

Assistants, Children's Panel, other school staff, appropriate staff in Education Services, Domestic Services staff (Cooks, Cleaners).

Others Outside West Lothian Council

Parents, local community and leisure groups, school board/PTA, SQA, SEED, external contractors,

Emergency services, Chaplaincy, External suppliers, Health Board.

CHALLENGE

COMPLEXITY

Flexible and adaptable and be able to work on own initiative in a complex office environment.

Must be able to multi task work under pressure with competing demands and prioritise own workload.

A comprehensive knowledge of administrative and financial procedures as well as proven

competence in operational IT systems. Assist in staff development in relation to schools management information (ie assist/train other members of school staff in IT systems/tasks).

CREATIVITY

Strong effective customer care skills required to deal with front line customers at various levels

externally and internally.

Effective communication skills verbally and in writing.

Contribute as an active team member to achieve objectives and goals set by the school and WLC.

Implement and maintain systems to create an efficient and effective office environment to meet the

needs of in house and environmental demands.

Proactive in responding to new challenges.

Preparation and recording of financial reports and statistics.

COMPETENCIES / KNOWLEDGE / QUALIFICATIONS

Essential

- Reasonable standard of education – equivalent to Higher Grade/SVQ level Secretarial qualifications.
- Excellent word processing skills
- Good working knowledge of Excel

Desirable

- HNC in Business Studies or Office Administration

EXPERIENCE

Essential

- Experience of working with IT applications in an office environment

Desirable

- Previous experience of working in a school office
- Relevant experience of working in an office environment

Other Essential Information

Progression through salary grade would be dependent on postholder meeting competencies to be developed in line with generic Admin and Clerical framework.

Other Essential Information (e.g. Enhanced Disclosure Scotland check required or Registration with Scottish Social Services Council (SSSC) required).

Enhanced Disclosure Scotland check required.