



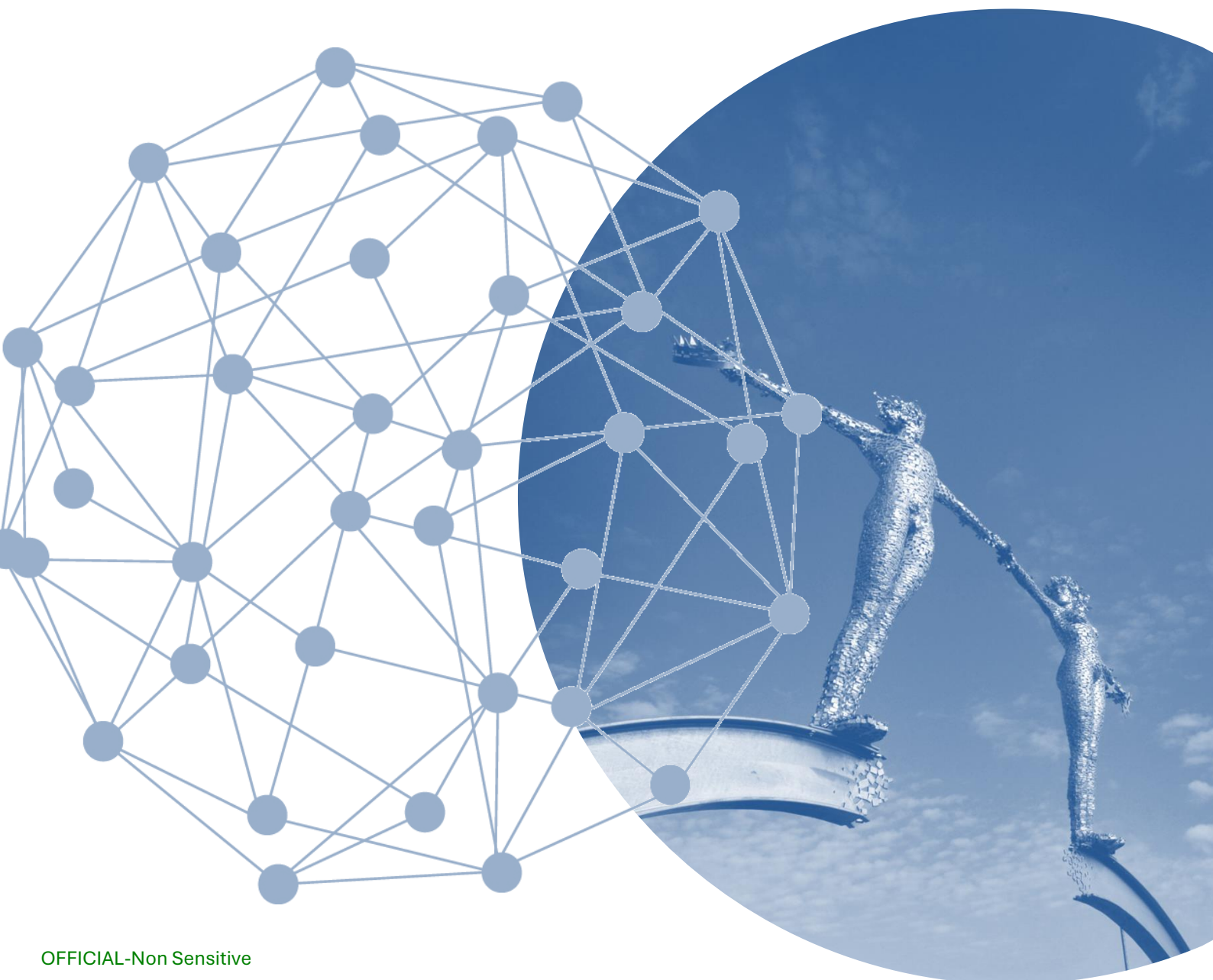
**Clackmannanshire
Council**

www.clacks.gov.uk

Comhairle Siorrachd
Chlach Mhanann

School Support Administrator – Alloa Academy

£26,791.02 – £29,327.77 pro rata



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Recruitment Process and Key Dates

Apply online at www.myjobscotland.gov.uk. Applications should be submitted online using the forms provided through the myjobscotland portal.

CVs will not be considered.

All applications must be received by 11.59pm on the closing date. Late applications will not be considered.

Your application form should contain sufficient information and evidence to demonstrate that you have the skills and experience required for the post.

KEY DATES

We would ask that you note the dates of the recruitment timetable and ensure you are available to meet the scheduled arrangements.

- Closing date: 30/10/2026

You will be notified by email at each stage of the process. Please ensure that you check your junk/spam as sometime emails from my job Scotland go into there.

We will advise all candidates of the outcome of the recruitment process as soon as possible.

If you are the successful candidate:

- (a) You will be asked to submit a completed pre placement health questionnaire so that the necessary medical clearance can be obtained prior to commencement of employment.
- (b) We require **two** references. Your reference will be written to after interview. One must be from your current or most recent employer who may be contacted and can comment on your experience and competence for this post. Please state their position in the company / organisation. It would be helpful if you could advise your referees of these arrangements. Please ensure that the email address is correct for them on the application form before submitting as we contact all references by email, as this may delay the manager confirming a start date with you.
- (c) You may, depending on the type of post, be required to undergo a PVG/Disclosure check prior to a formal offer of employment being made by Clackmannanshire Council. This is now an online form, which you will be emailed a link and you only have 7 days to complete.

If successful, detailed statements of particulars will be provided to you via email once all satisfactory pre-employments have been received.

Job Profile

This job profile sets out the principal responsibilities of the post at the time it was compiled. Such duties may vary from time to time without changing the general character of the duties or the level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

Section A

Post Title: School Support Administrator

Initial Location: Secondary School

In certain circumstances, during the course of your employment, you may be required to work either on a temporary or established basis at any of the Council's locations, or at other venues as advised, which will be within reasonable travelling distance. Where such a change is proposed this will be managed by a process of consultation.

Reports to post (Title): School Support Officer

Service: Education

Date last updated: Jan 2020

Date if superseded:

Grading Section

Eval Ref: A4467

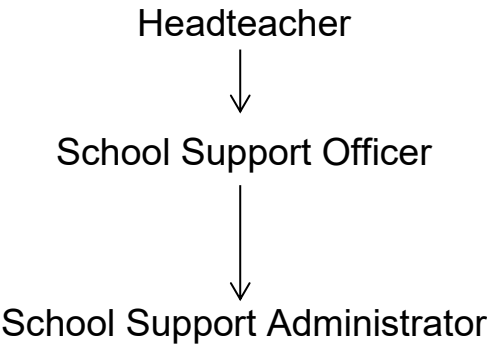
Post Number: AA105

Grade: 4

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. This also describes and responsibility for employees (if any).



Section C

PRINCIPAL PURPOSE AND OBJECTIVES

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

Provide an efficient, effective and flexible administrative service, by working as part of the School Support Team.

To provide pastoral care and support to pupils.

To provide a customer focused service as the first point of contact for both internal and external customers. Enquiries will range from colleagues requesting advice, to members of the public looking for the information on any aspect of Council services.

To provide school support services of a standard that demonstrates attention to detail, good judgment, effective organisational skills and excellent team working.

The job holder requires procedural knowledge of their own job as well as others within the team and an understanding of the work of others.

Section D

MAIN DUTIES AND RESPONSIBILITIES

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

- To carry out core administrative duties including data entry, filing, photocopying, and to participate in the development of administrative procedures and to work to agreed deadlines.
- Provide pastoral support to pupils by providing help and guidance and to respond flexibly and sensitively to both the changing needs of the service and the service users.
- Core front line reception duties including telephone and face to face contact with pupils, parents, public and outside agencies.
- to provide meeting support including distribution of relevant papers and taking action points as required.
- to be responsible for handling cash or processing cheques on a regular basis, Parentpay, Petty Cash, Imprest and 2 School Funds
- to process purchase orders and progress invoices for timeous payment; to control and order resources as required using and following council procurement system.
- to produce complex documents, PowerPoint/Publisher presentations and/or graphs on behalf of others, using relevant MS Office packages.
- to maintain an accessible records management system using the Council's Records Management Policy and Retention Schedule. The postholder is required to maintain accurate electronic record keeping using the Council's document and Record management system.
- to accurately update and maintain data within manual and computerised systems. This will include examining database and spreadsheet applications, producing reports and collating statistical information as required.
- to contribute to the review of service procedures.

Section E**KNOWLEDGE, SKILLS AND EXPERIENCE**

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

Essential:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	A minimum of 3 Nat 5's or equivalent, one of which should be English or Administration.	Application/Certificate
2.	Clerical or administrative experience.	Application
3.	Good verbal communication skills.	Application
4.	Good written skills	Application
5.	IT literate with working knowledge of Microsoft Office software, especially Word and Excel.	Assessment Centre
6.	Ability to produce documents on relevant IT packages.	Assessment Centre
7.	Understanding of confidentiality and discretion.	Application/ Interview
8.	Experience of providing meeting support including taking minutes.	Application/Interview
9.	Demonstrate the ability to successfully work independently and as part of a team.	Application/Interview
10.	The ability to prioritise workload and meet deadlines.	Application/Interview
11.	An in-depth understanding/knowledge in use of electronic records management	Application/Interview

Desirable:

Criteria		Means of Assessment e.g. Application, Interview, Reference, Certificate
1.	Ability to multi-task	Application/Interview
2.	Good interpersonal skills	Application/Interview
3.	Cash handling and previous financial experience	Application/Interview

Section F

WORKING ENVIRONMENT AND PHYSICAL REQUIREMENTS

This section details the predominant physical environment of the job e.g. Indoor/outdoor working, hazardous conditions and any specific physical effort.

This job is mainly desk based but there will be a requirement to stand up to greet visitors to the school and walk within the school building.

Limited lifting is required, for example boxes of paper or other stationary.

Section G

PHYSICAL CO-ORDINATION

This section details the predominant demand for physical skills and co-ordination required to undertake this job. For example: operation of hand tools, keyboard skills, driving and other equipment.

A requirement to accurately update and maintain data within manual and computerised systems. This will include examining database and spreadsheet applications, producing reports and collating statistical information as required.

Producing complex documents using relevant MS office packages.

Section H

MENTAL SKILLS

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

This job predominantly involves working from instructions or following established documented procedures. Problems should be referred upwards to the line manager or supervisor.

Section I

CONCENTRATION

This section details the work related pressures which may make concentration more difficult and also the responsiveness required of the job holder. For example: Service related deadlines, internal/external deadlines, conflicting demands.

Often the post holder has to deal with conflicting situations where there are a number of tasks, with competing priorities.

Section J

COMMUNICATIONS SKILLS AND DEALING WITH RELATIONSHIPS

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 post holder. E.g. dealing with complaints, clients etc.

The post holder has to communicate with people at all levels within and outwith the Council. It is necessary to respond in an appropriate manner at all times and to be aware of sensitive information especially in staffing or legal issues.

The post holder works with confidential information (often of a sensitive nature) on a daily basis and is required to demonstrate discretion and maturity in the treatment of such material.

Section K

PHYSICAL ASSETS, DATA AND FINANCIAL RESOURCES

This sections details responsibility for **physical assets**, e.g. vehicles, buildings, stock control/procurement, **data** e.g. computers, record keeping **financial** the direct/indirect responsibilities for financial resources, from handing cash and cheques, through processing invoices and other financial transactions, to accounting for financial resources and budgetary activities.

Accessing, creating and updating files and maintaining electronic records is a key responsibility.

Section L

INITIATIVE AND INDEPENDENCE

This section details the problems which the post holder must deal with in the course of normal working, the decisions which the jobholder is able to take, and the extent to which advice and guidance is available (Note, these are illustrative and are not exhaustive).

The post holder is not directly supervised in the planning of their day to day workload, but must constantly re-prioritise work in order to meet the changing requirements of the service that they are providing. This involves daily planning and re-assessment of tasks in order to avoid conflict over deadlines.

Section M

EQUAL OPPORTUNITIES

Staff are expected to promote equality of opportunity.

As a member of staff you will be expected to uphold and promote the Council's policy commitments to equality and diversity and its legal obligations under the Equality Act as well as ensuring the fair, equitable and non-discriminatory treatment of service users, colleagues and partners.

Section N

HEALTH AND SAFETY

The Council must abide by relevant health & safety and employment law, as well as the common law duty of care. All members of staff are required to take care of their personal health and safety and that of others who may be affected by their actions or inactions. You are therefore required to carry out your duties in a safe manner in accordance with instructions and in compliance with safety rules/procedures, regulations and current and appropriate codes of practice. You are required to advise your line manager if you become aware of any unsafe practice or condition or if you have any other safety concerns and must comply with accident and near-miss reporting procedures.

If you supervise, manage or lead other staff, you are also responsible for ensuring that the Council's operations are carried out in such a way that ensures, so far as is reasonably practicable, the health, safety and welfare of those staff and that of any others who may be affected. You will therefore conduct relevant risk assessments and assign duties with appropriate instructions, in compliance with safety rules/procedures, regulations and codes of practice. You will address and/or escalate any issues of any unsafe practice, condition or any other safety concerns you identify or that are brought to your attention, taking appropriate advice as necessary and will ensure that accident and near-miss reporting procedures are understood and complied with.

Section 0
CLIMATE CHANGE

The Council agrees that climate change is one of the most serious challenges facing its communities and across the world and understands that meaningful action at international, national and local level is required in order to safeguard our planet for future generations. As a member of staff you are asked to uphold and promote the Council’s net zero targets and its statutory requirements to reduce greenhouse gas emissions as part of the Public Bodies Climate Change Duty reporting process.