

Job Description

Job Title Co-Ordinator (Education Administration and School Estate)

Level 13

Service Education Support Services

Job Purpose

Contribute to the delivery of strategic plans and co-ordinate a range of high-quality services which ensure continuous improvement and efficiency, and which drive transformational change by promoting a positive organisational culture of empowerment, innovation and change.

The specific areas of responsibility will be determined by the Council's priorities and may change from time to time. Currently, in addition to the principal accountabilities outlined below, this post will have responsibility for:

- Co-ordination of school administration support to schools and central education services, including management of School Admin Team Leaders.
- School estate management including furniture and equipment inventories, emergency planning and health and safety of school buildings.
- Information management and control, including information security, GDPR and data sharing agreements
- Administration of school transport.

Date: October 2026



Post Responsibilities:

- Contribute to the effective implementation of strategic, operational and financial planning, monitoring and reporting arrangements.
- Ensure staffing and other resources are effectively deployed and managed and deal effectively with poor performance.
- Contribute to continuous improvement of services within this portfolio and ensure robust performance management standards are in place.
- Monitor, coordinate and facilitate progress towards the achievement of organisational and service goals, objectives, strategies, projects, action plans and outcomes in relation to this portfolio.
- Contribute to effective financial planning and management across the service within approved revenue and capital budgets.
- Contribute to project teams in relation to the development and implementation of transformation projects.
- Ensure compliance with Council standing orders, financial regulations and other relevant internal procedures or requirements.
- Ensure compliance with all statutory and external regulations including audit and inspection requirements, including the completion of statutory returns in line with Scottish Government Financial and legislative requirements.
- Support CLT to develop and reinforce a culture that demonstrates the values of the South Ayrshire Way and builds a sense of ownership and collaboration among the workforce with a collective commitment to finding improvements and solutions.
- Contribute to collaborative and partnership working with elected members, trade unions, employees, service users, relevant external agencies and partner organisations to drive forward significant improvements in service delivery and deliver the Council's objectives.
- Promote diversity and inclusion in terms of service delivery, policy development, partnership working and staff management.
- Ensure compliance with the Council's health and safety policy and relevant statutory provisions
- Undertake other such duties as the Service Lead may require.

Possession of:

- Educated to degree level or equivalent appropriate professional qualification or experience in a relevant discipline.
- Evidence of continuing professional development.

Proven record of:

- Achievement at co-ordinator/ Team Leader level in a multi-functional organisation.
- Contributing to the strategic development and operational management of a service.
- Successfully managing change.



- Effective service delivery and policy development.
- Forging and maintaining effective partnerships across professional, service and organisational boundaries.
- Managing teams and inspiring them to find innovative ways of working.
- Contributing to a culture of achievement, fostering on-time and on-budget quality outcomes.

Substantiated ability to:

- Provide supportive leadership which contributes to a positive organisational culture.
- Understand, interpret and manage financial and budgetary information including budget formulation, monitoring and control.
- Set and deliver plans to achieve corporate objectives and deal effectively with poor performance.
- Identify and manage risk, exploit opportunities and provide solutions.
- Work effectively and impartially with elected members and support the democratic decision-making process.
- Communicate effectively with key stakeholders internally and externally to achieve operational outcomes.
- Meet the standards required under the Values and Behaviours of South Ayrshire Council.

Demonstrable experience of:

- The ability to operate effectively within the democratic process.
- Self-discipline, with the ability to work to strict deadlines.
- High standards of professional integrity.
- Visible, innovative and perceptive leadership and a clear sense of direction.
- The ability to work under pressure of budget and time constraints.
- Decisive decision-making and the courage to make the right decisions.
- Commercial acumen and the ability to identify, assess, manage and mitigate business risks.

Proven technical understanding of:

- Computer systems e.g., Oracle Financials (including relevant feeder systems), Discoverer, Business Objects and Microsoft Office Suite.

Management Requirements

Leading by example, you should ensure that the values and behaviours of The South Ayrshire Way are embedded in your team(s), promoting a respectful, positive, supportive, proud, and ambitious culture for customers and employees by demonstrating and ensuring your teams demonstrate the following behaviours.



Positive

- Consistently provide a high-quality service to customers.
- Have a can-do approach to improving the way we deliver services.
- Challenge the way we do things to ensure our services are modern, efficient, and meet our customers' needs.

Respectful

- Ensure that your actions and attitude at work contribute to a positive culture for others.
- Recognise and value each other's differences and treat each other fairly.
- Work to agreed standards of performance for your role, taking personal responsibility for your performance.
- Show resilience and initiative when faced with setbacks or problems.

Supportive

- Be a team player and build effective working relationships.
- Recognise the contributions of others when they do a good job.
- Actively learn from others, taking part in any informal or formal learning experience.
- Encourage and support others to fulfil their potential.

Proud and Ambitious

- Take pride in being an employee of South Ayrshire Council and in the services we deliver.
- Be adaptable and open to change.

