Job Description

Job Title Administration Assistant (Schools)

Level 5

Service Educational Services

Job Purpose

To assist the Head Teacher in the provision of an efficient and effective clerical and administrative support to the school.

Date: 09 September 2021

Post Responsibilities:

- To supervise clerical and administrative operations within their own location and to other locations when required.
- To undertake a full range of office administration duties which will include processing and preparation of correspondence, word processing, data input, photocopying, statistical returns, handling incoming and outgoing mail, issuing and ordering stationery and supplies.
- To establish and maintain efficient record keeping and administrative systems and data bases eg click and go system.
- To provide clerical / administrative support for the Delegated Management of Resources (DMR), including data input and liaison as required with other parties involved in the operation of the DMR procedures.
- To undertake appropriate cash duties.
- To provide a reception and telephone service within the school office.
- To apply council policies and procedures within the team.
- To undertake a formal supervisory role.
- Ensure personal and team adherence to legislation, external policy and safe practices.
- Direct and supervise the day to day activities of a team including forward planning activities.
- Continually monitor and evaluate team practices to ensure quality service provision and service improvement.
- Carry out duties consistent with the post as may be required by your Line Manager

Possession of:

- Have or be working towards SVQ level 3 or equivalent or have appropriate experience working at this level.

Substantiated ability to:

- Good written and verbal communication skills
- Good organizational skills with the ability to manage own workload
- Work on own initiative but also part of a team
- Use initiative with personal drive and ability to be flexible
- Work to tight timescales and remain calm under pressure
- Demonstrate high level of discretion
- Meet the standards required under the Values and Behaviours of South Ayrshire Council

Demonstrable experience of:

- Working in a customer focused environment
- Previous supervisory experience would be desirable
- Experience in a school setting would be an advantage
- Dealing with difficult and delicate situations would be desirable

Proven technical understanding of:

- Candidates must be computer literate
- DMR experience is desirable
- Awareness of health and safety in the workplace

In terms of the Protection of Vulnerable Groups (Scotland) Act 2007, this post is designated as Regulated Work. Consequently, in order to undertake the duties of this post, you must hold Membership of the Protecting Vulnerable Groups (PVG) Scheme.

If you are charged with any offence, or are involved in any activity which may have implications For your membership of the PVG Scheme, you must immediately notify your Line Manager.