JOB OUTLINE	
JOB TITLE: Senior Business Support Assistant (Primary Schools)	**JET CODE: 1025**
DIVISION: Education	
SERVICE/BUSINESS UNIT: Primary School as advertised	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To provide administrative, clerical, reception and information support to the school through a range of tasks carried out within well-defined regulations.

MAIN DUTIES:

Open, sort and distribute mail.

Operate and interpret the computerised School Management Information System (SEEMIS), producing information as required by the Senior Management / teaching staff.

Operate and review daily school attendance recording using the SEEMIS system to ensure accuracy for statutory reporting.

Support staff with enquiries on all matters pertaining to recording school attendance.

Collate parental consent forms, e.g. for PE, school photographs, on a weekly basis, and assist with the subsequent administration of activities and trips.

Produce documents using Microsoft Office Package, i.e. Word/Excel.

Take minutes at meetings, producing and distributing to parents, staff and outside agencies.

Requisition materials / supplies / stationery stock through the PECOS (Online Procurement system).

Handle cash received, in line with the financial policy, issuing receipts to parents for activities such as trips, sale of tickets, and interpreting spreadsheets and producing invoices accordingly. This could include handling petty cash, recording, reconciliation with bank statements, imprest claims.

Update and maintain the school's website.

Log lost property and monitoring claims.

Obtain, interpret, prepare and present data in text, statistical or graphical format, including audio typing.

Produce standard school correspondence.

Provide an effective reception/telephone service in accordance with the Council's Customer Care Policy, including the operation of a secured entry system, taking necessary appropriate action and identifying contacts for referral.

Administer school lets (e.g. meetings; room bookings both internal and external; events) and administer the use of the school minibus, where appropriate.

Deal with enquiries, providing information on office systems and procedures relating to the service provided.

Operate and maintain all administrative processes to meet deadlines, some of which may be determined by the system.

Review, manage and maintain filing systems, IT systems and databases to ensure data is accurate, current, and available for use by staff.

Undertake work presentation requests, such as laminating and binding.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Educated to 'Higher' level, NC or SVQ level 2 in English and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

None

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Educated to 'Higher' level, NC or SVQ level 2 in English and/or able to demonstrate equivalent knowledge, skills and competencies gained through relevant experience. This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.	
Previous Experience (Paid & Voluntary Work)	Previous experience of working an office/school environment. Customer Service and/or reception experience. Cash handling experience. Proficient keyboard skills.	Knowledge of the SEEMIS School Management information system. Previous experience of clerical work in a school environment. Experience of creating and updating databases and spreadsheets. Previous experience of Minute taking
Knowledge/ Skills /Competencies	Effective verbal and written communication skills. Skilled user of Microsoft Office Suite such as Word, Excel, Outlook etc. Numeracy and literacy skills. Effective organisational and time management skills.	
Personal Qualities	Ability to work on own initiative and flexibly part of a team. Ability to deal with conflicting priorities and demands.	

	Ability to work under pressure and to deadlines. Attention to detail. Ability to plan ahead and prioritise own workload. Ability to maintain confidentiality relating sensitive or personal matters.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	