



# Role Profile

## ADMINISTRATIVE ASSISTANT (Schools)

Reference No.	461HP887	Type	Individual
Service	Education & Children's Services		
Job Family	Admin & Clerical 5	Grade	FC5

### Purpose

To allocate, co-ordinate and monitor the work of administrative staff, whilst also taking responsibility for the operation of the financial systems, including Devolved School Management (DSM).

The role may directly supervise a team to ensure an effective, efficient and co-ordinated administrative, secretarial and clerical support service for the Management Team.

**Task or Responsibility** - For this role, there is an expectation that all, or a combination, of the following will be undertaken:

Supervising and supporting a designated team of employees by allocating and scheduling work activities, setting targets and allocating resources to meet service delivery objectives.

Liaising with the management team to resolve day to day operational issues e.g. staffing, appointments and discipline.

**Person Specification: Skills, Knowledge, Qualifications or Experience** - Criteria can apply to more than one task or responsibility

**E**    **D**

Educated to SCQF level 7, which includes HNC or Advanced Highers or equivalent in a relevant discipline

✓

Administrative skills and experience of an office environment

✓

Ability to provide a regular and effective service

✓

Experience of working in an Education or school office environment

✓

Organisational skills

✓

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	Knowledge of relevant policies, legislation, processes, frameworks, standards, procedures and systems		✓
Undertaking research work and providing explanations of outcomes.	Communication skills	✓	
	Problem solving skills	✓	
Undertaking people management processes, and assisting the management team with serious or urgent matters including recruitment and selection and attendance management.	Supervisory skills	✓	
	Experience in the application and deployment of people management policies, practices and procedures		✓
Monitoring staff time keeping, sickness, holidays and provision of training as required to ensure flexibility, effectiveness, efficiency and staff cover are all provided and supporting staff in areas of development.	Experience of supporting staff development		✓
	Team working skills		✓
Ensuring the overall utilisation of the administrative staff to accommodate an effective and efficient provision of services, relocating staff as necessary to cover absences making recommendations on staffing as appropriate to the management team.	Prioritisation skills	✓	
Using a wide variety of IT systems to produce staff references, confidential reports, letters, agenda/minutes etc., ensuring a consistently high standard of presentation and factual accuracy, in line with Fife Council and Education Service policies.	IT skills	✓	
	Experience of Management Information Systems	✓	
	Accuracy skills	✓	
Producing all private/confidential work as requested by the management team.	Experience of adhering to confidentiality	✓	
Supporting the provision of an effective customer focussed enquiry/reception service for all visitors, teachers, pupils and parents.	Interpersonal skills	✓	

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Developing and delivering a culture of continuous improvement with a focus on performance and service improvement in support of service delivery outcomes.	Experience of working with minimum supervision in an environment of change and challenge, demonstrating resilience and flexibility with competing demands		✓
Manage the operational aspects of financial budgetary systems including purchasing, receipting, resolving financial queries etc. and general housekeeping at the end of each financial period.	Experience of Financial Information Systems	✓	
Producing financial information and reports for the management team.	Experience of collating, analysing and interpreting management information	✓	
Managing and delegating as appropriate all operational aspects of the school fund, ensuring monthly reconciliation and annual reports are prepared for Audit.	Time management skills	✓	
Capturing and communicating information accurately.	Attention to details skills	✓	
Maintaining inventories and overseeing all office systems ensuring that anomalies are queried and corrective action is taken.			
Ensuring timeous checking and reconciliation of pay data with financial information systems, taking effective corrective action.			
Producing various school documents such as booklets, newsletters, handbooks and information bulletins, advising the management team on the context, content and layout.			
Ordering and receipting stocks and supplies.			
Receiving all non-routine incoming work, organising and allocating to the clerical staff daily, checking on progress made.			
Providing an efficient clerical/banking service in respect of all school monies.			
Attending meetings and disseminating knowledge gained.			

E = Essential Criteria    D = Desirable Criteria

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Undertaking responsibility for the Management Information System, including the production of registers and maintenance of pupil records, staff records, sickness absence detail, etc.			
Assisting in the staff supply cover arrangements by processing requests through the supply messaging system.			
Overseeing the parents evening system including liaising with management teams to set parameters for timings and producing a school schedule for the evening.			
Organising and maintaining the school data exchange and exclusion package, resolving queries and producing relevant reports as required.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

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<b>Additional tasks or responsibilities</b> – this is a generic role, however this particular job may also require you to undertake the following:				
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The postholder may also be required to provide administrative support across other establishments.				

<b>Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required</b>	
<b>Before confirming appointment:</b> You may be required to obtain PVG scheme membership or a Disclosure check. Please refer to the job advert for clarification of the specific requirement.	
<b>Additional Information</b> – the following information is available:	<b>Expected Behaviours</b>
<ul style="list-style-type: none"> <li>Skills Framework (if applicable)</li> <li><b>How</b> we work matters</li> </ul>	<p>Every council employee is expected to lead the way by making decisions and behaving in ways that uphold our community commitments and values.</p> <p>Please refer to How We Work Matters Guidance to learn more.</p>