ADMINISTRATIVE CO-ORDINATOR (Schools)

Reference No.	I498.01	Type	Individual
Service	Education		
Job Family	Admin & Clerical 6	Grade	FC6

Purpose

To directly manage a team ensuring an effective, efficient and co-ordinated administrative and clerical support service for Headteachers and the management team,

To continually review, improve, develop and consistently implement changes and improvements to operational systems and processes in line with changing objectives and resources.

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Assisting in the management of a designated team of employees by supporting and training staff, organising, allocating and scheduling work activities, setting targets, monitoring progress and allocating resources to meet service delivery objectives.	Educated to SCQF level 8, which includes HND or SVQ level 4 or equivalent in a relevant discipline	✓	
	Experience of working in an Educational setting	✓	
	Experience of responding positively in an environment of change (Deliver results – See 'How We Work Matters' Framework)	✓	
	Ability to provide a regular and effective service	✓	
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	Organisational skills (Focus on customers)	✓	
	Delegation skills	✓	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Undertaking management responsibility for all administrative and clerical duties and identifying specific items which require the senior management's personal attention.	Administrative skills	✓	
Capturing and communicating information accurately.	Attention to detail skills	✓	
Overseeing the production of various school documents such as booklets, newsletters, handbooks and information bulletins, advising the management team on the context, content and layout.	Time management skills	✓	
Undertaking responsibility for overseeing and supervising the operational aspects of financial budgetary systems across a range of schools including stock control, receipting, resolving financial queries and general housekeeping at the end of each financial period.	Budgetary skills	✓	
Overseeing all operational aspects of the school fund ensuring monthly reconciliation and annual reports are prepared for audit purposes.	Numerical skills	✓	
Assisting the management team to streamline processes by identifying better ways of working, making recommendations for and implementing improvements to systems and processes and managing peaks and troughs of work.	Problem solving skills	✓	
	Team working skills (Work together)	✓	
	Experience in identifying process improvements		✓
Liaising and meeting regularly with the management team to resolve operational issues e.g. staffing, appointments, discipline competency etc.	Experience of working with minimum supervision in an environment of change and challenge (Take ownership)	✓	
Undertaking research and providing explanations of outcomes.	Research skills	✓	
Developing and delivering a culture of continuous improvement with a focus on performance and service improvement in support of service delivery outcomes.	Experience of responding appropriately to conflicting and competing demands		✓
Undertaking people management processes, and assisting the management team with serious or urgent matters including recruitment and selection and attendance management.	Supervisory skills	✓	
	Motivational skills	✓	

Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:		Person Specification: Skills, Knowledge, Qualifications or Experience - Criteria can apply to more than one task or responsibility	E	D
Administering Fife Council policies and procedures.		Experience in the application and deployment of people management policies, practices and procedures	✓	
		Knowledge of relevant Education policies, legislation, processes, frameworks, standards, procedures and systems		✓
Monitoring staff time keeping, sickness, holidays, provision of training or relocation of staff as required to ensure flexibility, effectiveness and efficiency.		Experience of supporting staff development		✓
Using a wide variety of IT systems such as Microsoft packages and internal systems, including financial systems, ensuring consistently high standards of presentation.		IT skills (Embrace technology and information)	✓	
Co-ordinating the collation of information and preparing a variety of reports.		Ability to collate, analyse and interpret management information	✓	
		Report writing skills	✓	
Producing private and confidential work associated with the management team e.g. staff references, confidential reports, agenda/minutes letters etc., ensuring all details are factually correct and in line with policy.		Communication skills	✓	
Participating in Staff Development Meetings and disseminating knowledge gained.		Networking skills	✓	
		Interpersonal skills	✓	
Assisting in the staff supply cover arrangements by processing requests through the supply messaging system.				
Undertaking all other duties as required for the role. Duties will be in line with the grade.				

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:			
Task or Responsibility - For this role, there is an expectation that all, or a combination, of the following will be undertaken:	**Person Specification: Skills, Knowledge, Qualifications or Experience -** Criteria can apply to more than one task or responsibility	**E**	**D**

Type of Protection of Vulnerable Groups Scheme (PVG Scheme) or Disclosure Check required				
Type of Protection of Vulnerable Groups (PVG) or other Disclosure check (choose only one).	PVG Children ☒	PVG Protected Adults ☐	PVG Both ☐	None ☐
	Basic Disclosure ☐	Standard Disclosure ☐	Enhanced Disclosure ☒	

Additional Information – the following information is included:	Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:
- Structure Chart - Skills Framework (if applicable) **How** we work matters	- Take Ownership - Focus on Customers - Work Together - Embrace Technology & Information - Deliver Results