

CLERICAL OFFICER (Schools)

Reference No.	I450.01	Type	Individual
Service	Education and Children's Services		
Job Family	Admin & Clerical 4	Grade	FC4

Purpose

The postholder's key role will be to provide a comprehensive and confidential administrative support service within schools, utilising the Management Information Systems and other Education specific IT systems, ensuring accurate IT data capture to meet the requirements of school, corporate and government agencies.

Establishing, reviewing and maintaining efficient office systems to enable prompt retrieval of data, completion of returns, as required to meet competing and strict deadlines.

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
<p>Maintaining and analysing the schools Management Information System, including the production of registers and maintenance of pupil records e.g. admissions, leavers, new enrolments, pupil attendance, staff records and sickness absence details.</p>	<p>Educated to SCQF level 5, which includes National 5 or SVQ level 2 or Standard Grades at Credit level or equivalent in a relevant discipline</p> <p>Experience of working in an office environment (Deliver results) – See 'How We Work Matters' Framework</p> <p>Experience of working with minimum supervision in an environment of change and challenge, or within a school.</p> <p>Ability to provide a regular and effective service</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>

Role Profile

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Providing/overseeing an effective and customer focused enquiry/reception service for all visitors, teachers, pupils, staff and parents as required.	Communication skills (Focus on customers) Interpersonal skills Experience of dealing with children	✓ ✓	✓
Capturing and communicating information accurately.	Accuracy skills IT skills (Embrace technology and information) Experience of collating, analysing and interpreting management information	✓ ✓	✓
Enrolling pupils onto Scottish Qualification Authority (SQA), updating and maintaining pupil information to ensure exam entry, planning and timetabling.	Experience of working with SQA		✓
Issuing regular SQA reports to Principal Teachers, and parents throughout the academic year to ensure accurate data and reporting.	Knowledge of relevant policies, legislation, processes, frameworks, standards, procedures and systems		✓
Timeous completion of various corporate and external returns i.e. SQA reporting, inventories and school survey outcomes.	Prioritisation skills	✓	
Maintaining financial systems including ordering, receipting, resolving queries, running reports, journals etc. and general financial housekeeping at the end of each financial period.	Time management skills	✓	
Assisting with all operational aspects of the School Fund and Purchasing Card accounts (petty cash), ensuring reconciliation with bank accounts and annual end of year income.	Knowledge of corporate and school financial/admin systems		✓

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Ensuring timeous checking and reconciliation of pay data with financial information systems, taking effective corrective action.	Initiative taking skills (Take ownership)	✓	
Resolving all queries, and producing relevant reports, including expenditure reports for audit purposes	Problem solving skills, including creativity	✓	
Managing/scheduling all school specific calendars.	Organisational skills	✓	
Maintaining the Parents Evening System including liaising with Principal Teachers to set parameters for timings and producing a school plan for the event.	Team working skills (Work together)	✓	
Capturing and communicating information accurately.	Attention to details skills	✓	
Assisting in the staff supply cover arrangements by processing requests through the supply messaging system.			
Ensuring that an up to date knowledge and skills base is maintained in order to use a wide variety of internal and external IT systems ensuring a consistently high standard of accuracy.			
Undertaking all other duties as required for the role. Duties will be in line with the grade.			

Role Profile

Additional tasks or responsibilities – this is a generic role, however this particular job may also require you to undertake the following:

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JOB TITLE (of Specialist tasks)

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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 <input checked="" type="checkbox"/>	PVG Protected Adults <input type="checkbox"/>	PVG Both <input type="checkbox"/>	None <input type="checkbox"/>
	Basic Disclosure <input type="checkbox"/>	Standard Disclosure <input type="checkbox"/>	Enhanced Disclosure <input checked="" type="checkbox"/>	

Additional Information – the following information is included:

- Structure Chart
- Skills Framework (if applicable)
- **How** we work matters

Expected Behaviours – It is essential that you display the following behaviours as they are expected of all our employees:

- Take Ownership
- Focus on Customers
- Work Together
- Embrace Technology & Information
- Deliver Results

