

◆ EDINBURGH ◆

THE CITY OF EDINBURGH COUNCIL

City of Edinburgh Council Job Profile

DEPARTMENT: Children & Families
SECTION: Primary Schools
POST: Clerical Assistant
RESPONSIBLE TO: School Administrator / Business Manager

PURPOSE OF THE JOB:

To undertake clerical duties within the school under the supervision of the School Administrator.

To assist in updating and maintaining all aspects of the Seemis computerised registration system.

MAJOR TASKS/JOB ACTIVITIES:

The postholder may be expected to undertake any of the following duties:

Word processing for staff throughout the school including: correspondence, reports, minutes, records and returns, purchase orders, class handouts, information bulletins, etc.

Reception and switchboard duties. Receiving visitors, taking and relaying messages, answering simple queries, locating staff, etc.

Internal communications – locate members of staff or pupils in the school. Deliver messages and take round notices.

Keep internal records such as class lists. Make out and update pupil records and prepare returns of admits and leavers. Maintain pupil record filing systems. Prepare returns for education department and SOEID.

Requisitions and Invoices – maintain filing system of requisitions and invoices. Process invoices and progress outstanding orders. Complete certification.

School meals/milk money – record lunch and milk money; issue lunch tickets. Maintain and update free meals roll. Prepare monthly return of meals supplied and cash banked.

Assist with administration for outings and excursions, collect and record money and prepare money for banking.

Clerical tasks associated with 5-14 programme, Early Years Initiative and National Testing.

Stamp outgoing mail and keep post book.

Issue bus passes and travel tokens.

Seemis – assist with the operation of the computerised administration package.

RESPONSIBLE FOR:

None.

ADDITIONAL INFORMATION:

This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. Preferred candidates will be required to join the PVG Scheme or undergo a PVG Scheme update check prior to a formal offer of employment being made by the City of Edinburgh Council.

EMPLOYEE SPECIFICATION:

Council Core Competencies

<p>These Council Core Competencies apply to all positions: Being Customer/Client Focused Working Effectively with Others Managing Change Taking Ownership and Responsibility Communicating Effectively Planning and Decision Making</p>
<p>These Council Core Competencies apply to positions with responsibility for managing people or resources: Leading Others Managing Performance and Developing others Political Sensitivity</p>

Clerical Assistant	Essential	Desirable
Experience		Experience of duplicating, collating, reception and switchboard duties Previous general office experience

<p>Knowledge, Skills and Understanding</p>	<p>Must be able to communicate effectively orally and in writing</p> <p>Able to maintain filing and record systems</p> <p>Able to undertake cash handling, including petty cash and banking</p>	<p>Ability to demonstrate problem solving skills</p> <p>Knowledge of minor first aid</p> <p>Word processing skills</p>
<p>Qualifications and Training</p>	<p>A good general education</p> <p>Must be literate, numerate and competent with information technology</p>	<p>Some knowledge of basic accounting procedures</p>
<p>Job Specific Requirements</p>	<p>Ability to make appropriate decisions regarding work routines in absence of the Secretary</p> <p>Must appreciate confidentiality</p> <p>Must be able to establish effective relationships with pupils, staff and parents</p> <p>Must be able to commence work at prescribed times irrespective of domicile</p>	<p>Able to handle problems arising with pupils, staff and parents</p> <p>Ability to demonstrate initiative</p>
<p>Applicants should always check the Job Vacancy Summary for any specific Employee Specification Requirements for the advertised vacancy.</p>		