

DUNDEE CITY COUNCIL

REPORT TO: Personnel & Management Services Committee - 17 June 2002

REPORT ON: Education Department - Review of Clerical Support Staff in Secondary Schools

REPORT BY: Director of Personnel and Management Services

REPORT NO.: 490-2002

1 PURPOSE OF REPORT

- 1.1 This report outlines recommendations following a comprehensive review of the duties and responsibilities undertaken by clerical support staff in Secondary Schools.

2 RECOMMENDATIONS

It is recommended that:-

- 2.1 a post of Senior Clerical Officer, grade GS3 (£13,124 - £13,664 pro rata) is established in each secondary school (10 schools);
- 2.2 recruitment to such posts will be restricted to current staff in each school, with the resulting vacancies being deleted; and
- 2.3 the attached generic job descriptions for the posts of Senior Clerical Officer and Clerical Officer in secondary schools be approved.

3 FINANCIAL IMPLICATIONS

- 3.1 The cost of this proposal is £2,600 in financial year 2002/03 and £5,200 in a full financial year. The cost can be met from the Education Department Revenue Budget.

4 LOCAL AGENDA 21 IMPLICATIONS

- 4.1 None

5 EQUAL OPPORTUNITIES IMPLICATIONS

- 5.1 None

6 BACKGROUND AND PROPOSALS

- 6.1 The Directors of Education and Personnel and Management Services had identified that the issue of clerical support in secondary schools required to be reviewed following the regrading and redesignation of Secondary School Administrative Officers in January 1999 (Report No. 833/98 refers).
- 6.2 A comprehensive review of the duties and responsibilities of the Clerical Officers, currently graded GS1/2 (£9,680 - £12,899 pro rata), has been undertaken and it became apparent during the review that there is a significant responsibility gap between the Clerical Officer posts (GS1/2, £9,680 - £12,899 pro rata) and the Administrative Officer. No member of staff acts in a deputising roll for the Administrative Officer. As a result, and as the duties and responsibilities of the Administrative Officer have changed and increased, there is no member of staff in the general clerical office allocating or prioritising workload. It is therefore proposed to establish one post of Senior Clerical Officer, grade GS3 (£13,124 - £13,664 pro rata) in each secondary school to undertake these specific duties in addition to the other generic clerical duties of the GS1/2 post. Recruitment to these posts would be restricted to each school, with the subsequent GS1/2 vacancies being deleted.

7 CONSULTATION

- 7.1 The Chief Executive, the Director of Support Services, Director of Education and Director of Finance have been consulted in the preparation of this report. The non-teaching trade unions have also been consulted.

8 BACKGROUND PAPERS

- 8.1 No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information), were relied on to any material extent in preparing this report.

9 SIGNATURE

J.C. Petrie
Director of Personnel and Management Services

Date

DUNDEE CITY COUNCIL**JOB DESCRIPTION - EDUCATION DEPARTMENT****IDENTIFICATION**

Post Title:	Senior Clerical Officer	Post Ref.:	
Section:	Secondary Schools Support Unit	Grade:	GS3
Responsible to:	Administrative Officer		
Responsible for:	N/A		

JOB PURPOSE

To assist the Administrative Officer in ensuring efficient and effective clerical support for the school, including workload distribution, reception, word processing/information processing; making full use of appropriate computer systems and software.

PRINCIPAL WORKING CONTACTS

- 1 Administrative Officer.
- 2 Head Teacher.
- 3 Senior Management Team.
- 4 Teaching Staff.
- 5 Non Teaching Support Staff.
- 6 Pupils.
- 7 Parents.
- 8 Outside Agencies.

MAIN DUTIES

Note: This is a generic job description covering all Senior Clerical Officers in Secondary Schools. The main duties listed are typical of all clerical posts in schools, however, practices may vary within schools. In addition, the Senior Clerical Officer will oversee work distribution within the main office and will deputise in the absence of the Administrative Officer.

- 1 Provide a General Reception Service:-
 - 1.1 Receive visitors, in accordance with appropriate procedures, responding to their needs and requests.
 - 1.2 Deal with internal/external telephone calls, dealing with enquiries which may include obtaining or passing information, or passing caller on to the appropriate source.

- 1.3 Deal with pupil requests and enquiries appropriately.
- 2 Provide a Secretarial/Word Processing Service:-
 - 2.1 Provide a general secretarial service to the Head Teacher and members of the Senior Management Team (including maintenance of diaries, arranging/servicing meetings, etc.)
 - 2.2 As required, produce letters, memoranda, reports, returns and other documents, answering routine correspondence within prescribed limits.
 - 2.3 Operate e-mail system, as required.
- 3 As directed/required, undertake financial activities, in accordance with appropriate controls:-
 - 3.1 Receive monies from pupils/staff, passing on to appointed officer for banking.
 - 3.2 Issue school meal tickets, collect money, check returns, balance and bank and compile dinner return.
 - 3.3 Issue forms to parents for issue of free meals, bursaries and maintain appropriate registers.
 - 3.4 Issue requisition lists and receive subsequent goods, except items relating to janitorial materials.
 - 3.5 Process staff applications for courses and conferences, including expenses claims.
 - 3.6 Collate and process monthly travelling and subsistence claim forms.
 - 3.7 Input invoicing information.
- 4 Provide a comprehensive information processing service for the school, making full use of appropriate computer equipment and software packages:-
 - 4.1 Maintain various records and registers as directed, e.g. staff (including SSP documentation), pupils' absences, enrolment cards, leaver and admission registers, class lists, exclusion details, etc.
 - 4.2 Maintain various documents and files as directed (including careers information, school census, etc.), issuing information when required.
 - 4.3 Undertake arrangements for SQA, including timetabling, preparation of materials, inputting and extracting information, as requested/required.
 - 4.4 Assist teaching staff with the preparation of pupil reports, including database set-up for subject/comment banks, etc.
 - 4.5 Assist teaching staff with pupil course choice information and timetabling of classes.
- 5 Miscellaneous Duties:-
 - 5.1 Maintain section stationery requirements.
 - 5.2 Receive mail, prepare outgoing internal and external mail.

- 5.3 Make arrangements for school medical and dental examinations.
- 5.4 Operate reprographic equipment, collate and issue printed material.
- 5.5 Prepare, send and receive fax messages, as required.
- 5.6 Undertake filing duties.
- 5.7 Undertake messengerial duties.

OTHER DUTIES

This job description is a broad picture of the post at the date of preparation. It is not an exhaustive list of all possible duties and it is recognised that jobs change and evolve over time. Consequently, this is not a contractual document and the postholder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the purpose of the job.

Date prepared: 01/08/02
Authorised:

If you have any queries regarding this vacancy, please contact (Name, Department, Telephone Number).

DUNDEE CITY COUNCIL**JOB DESCRIPTION - EDUCATION DEPARTMENT****IDENTIFICATION**

Post Title:	Clerical Officer	Post Ref.:	
Section:	Secondary Schools Support Unit	Grade:	GS1/2
Responsible to:	Administrative Officer		
Responsible for:	N/A		

JOB PURPOSE

To provide efficient and effective clerical support for the school, including reception/word processing/information processing; making full use of appropriate computer systems and software.

PRINCIPAL WORKING CONTACTS

- 1 Administrative Officer.
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