

**EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT**

**STAFF DEVELOPMENT OPPORTUNITY**

**ACTING EDUCATION SUPPORT OFFICER (STAFFING)**

**(0.4 FTE - 2 days)**

**(23-month secondment)**

**Salary £57,429 - £62,022 (pro-rata)**

Applications are invited for the above post. This post arises as a result of the 23 month secondment for the current postholder coming to an end.

Days of the week can be flexible and will be agreed following appointment.

***Please note that applicants can also apply for the Acting ESO Support Officer Learning Estate (0.6 FTE 3 days) post in order to create a full time position.***

Should you wish to discuss any aspect of this position in more detail, please do not hesitate to contact Lindsey Stanley, Business Support Team Manager on lindsey.stanley@moray.gov.uk

**The application form and job description are attached. Completed application forms should be returned to** **educationinterviews@moray.gov.uk**

**The closing date for the post is 9.00am on Friday 22nd August 2025**

**Proposed interview date – Friday 29th August 2025**

**Proposed start date – as soon as possible after appointment**

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|  | **EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT****ACTING EDUCATION SUPPORT OFFICER (Staffing)** **0.4 FTE – 2 days** |

Surname: ……………………………… Forenames: …….…………………….…………….…

Preferred Title:………… Payroll No: MC TCH ……..…………… GTC No:..........................

Home Address ……………………………………………………………………..………………

………………………………………………………………………………………………………...

 Postcode…………..….… Tel No ……………...…… E-mail:………………….…..……………

School …………..…………………..…….. Post ………………..…………………..………..…

Signature …………………………..…..…………… Date ………………………………………

**Please state why you consider you are a suitable candidate for this post:**

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Completed application forms should be returned to

educationinterviews@moray.gov.uk

**Closing date 9.00am Friday 22nd August 2025**

JOB DESCRIPTION

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|  **(1) JOB IDENTITY** |
| **POST TITLE:** Education Services Officer (Staffing)(0.4 FTE) long term temporary for 23 months**DEPARTMENT**: Education**SECTION:** Education Resources and Communities **LOCATION** : Headquarters Elgin**REPORT TO:** Business Support Team Manager**GRADE: ESO** **POST NO:**  |
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| **(2) JOB PURPOSE AND WAY OF WORKING** |
| To support the Business Support Team Manager is all aspects related to staffing in schools. |

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| **(3) MAJOR TASKS** |
| * 1. To respond to and deal with issues relating to staffing matters, teaching and support staff including PR&D.
	2. Department Lead Officer for placing requests, admissions policy and all related procedures
	3. Committee Reports
	4. Develop processes and procedures to ensure efficiencies and tackle bureaucracy.
	5. Support Business Support Team Manager
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| **(4) REPORTING RELATIONSHIPS** This job is indicated by \* |
| **Head of Education Resources and Communities****Business Support Team Manager****Educational Services Officer (Staffing)** |

*SIGNATURES AND ADMINISTRATION ONLY*

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| --- | --- | --- |
| *Author’s Signature:**Postholder’s Name:**Supervisor’s Name:* | *Validator’s Signature:**Signature:**Signature:* | *Date:**Date:**Date:* |

JOB DESCRIPTION Cont/d ...

| **(5) DUTIES TYPICALLY INCLUDE:** |
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| * 1. **To respond to and deal with issues relating to staffing matters, teaching and support staff.**
		1. Liaise with schools to advertise vacancies.
		2. To determine staffing and staff allocations for teaching and support staff.
		3. To arrange compulsory transfers and deal with excess staffing issues.
		4. To advise on conditions of service.
		5. To deal with special leave requests and early retirement issues.
		6. To deal with absence management, counselling requests and ill health issues.
		7. To collate and complete returns and report on violence and aggression against staff.
		8. To sit on the salary placement panel.
		9. To allocate and deal with all related issues for additional support staff.
		10. To manage the supply list and central supply interview and appointment process.
		11. Liaise with and support the implementation of new policies related to SPPA and SNCT.
		12. Deal with and liaise regarding all related issues with GTCS including Fitness to Teach referrals
		13. To support discipline and grievance procedures for teaching and support staff. Carry out investigations and participate in hearings supported by HR.
		14. To support the twice yearly job-sizing exercise
		15. To manage the requests for allocation of NQTs.
		16. To manage all staffing matters related to additional support staff (teachers).
	2. **Department lead Officer for placing requests, and admissions policy and all related procedures.**
		1. To have responsibility for placing requests and admissions and overall management of procedures
		2. To advise on, review and support the development of policy in light of national and council guidance.
		3. To manage the day to day implementation of the policies as above.
		4. To represent the council at placing request appeal hearings as necessary.
		5. Deal with all issues related to school roll projections.
		6. Work with Head Teachers to consider and report on Reserved Spaces for in zone pupils annually and as appropriate throughout the year.
		7. Work with schools to calculate and review school capacities in line with National Documentation
		8. Consider and report on the allocation of General Purpose Spaces
		9. Review the capacity of new schools or those that have undergone significant refurbishment
	3. **Committee Reports**
		1. Completion of the yearly committee report on functional capacity and general purpose spaces.
		2. Contribute to all other relevant policies and papers for committee.
	4. **Develop processes and procedures to ensure efficiencies and tackle bureaucracy**
		1. Consider efficiencies that would support schools and the business support team in terms of the processing and management of documentation.
		2. Produce procedures for all aspects of this role.
	5. **Support Business Support Team Manager**

5.5.1 All other duties as requested by the Business Support Team Manager. **The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties.** |
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