

SERVICE DESCRIPTION FORM

Department: Education & Social Care	
Service: HQ ADMINISTRATION & MANAGEMENT	
Income	(£000s)
Description: <ul style="list-style-type: none">• This service consists of the team based in Council HQ comprising the senior directorate and various lower level officers as well as the clerical and admin support team• The role of this team is to ensure management, leadership and administration of the various functions of the education department• Roles include budget management, staffing and human resource management, policy updates and administration, complaints handling, school placing requests , advertising and business support team.	
Outcomes / impacts: <ul style="list-style-type: none">• Efficient and effective management and administration of the service and all its functions	