

POLICY AND RESOURCES COMMITTEE

WEDNESDAY 15 MARCH, 2000

SUPPLEMENTARY AGENDA

The undernoted Reports have been added to the Agenda for the Meeting of the Policy and Resources Committee to be held on Wednesday 15 March, 2000 at 2 p.m.

Karen B. Williams
Depute Chief Executive (Corporate Services)

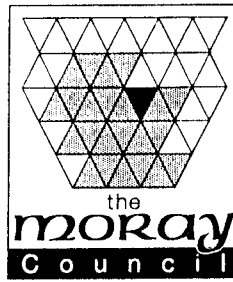
10 March 2000

NOTE REFERRED TO:-

10(a) Administration Co-ordinator Post – Buckie Community High School – Report by the Acting Director of Education.

Item which the Committee may wish to discuss with the press and public excluded

20. Seafield Mills, Keith - Report by the Director of Economic Development and Planning [Paras 8 & 9]
21. Forres Office Accommodation – Auchernack Home Conversion – Feasibility Study - Report by the Director of Economic Development and Planning [Paras 8 & 9]
22. Applications for Early Retirement – Report by Personnel Services Manager (Para. 1)



REPORT TO: POLICY AND RESOURCES COMMITTEE ON 15 MARCH 2000

**SUBJECT: ADMINISTRATION COORDINATOR POST
BUCKIE COMMUNITY HIGH SCHOOL**

BY: ACTING DIRECTOR OF EDUCATION

1. Reason for Report

1.1 To seek approval for the establishment of a new post of Administration Coordinator at Buckie Community High School.

2. Background

2.1 Quality assurance considerations make it important for senior management to spend a greater proportion of their time in classrooms and working with pupils. Buckie Community High School is working towards an effective programme of class visits by senior management (the Rector, Depute Rector and Assistant Rectors). However, the senior management team currently undertake a range of administrative tasks which takes up a considerable amount of their time. In addition, devolved financial management and Scottish Qualifications Authority administration have generated additional administrative tasks.

2.2 The proposed post of Administration Coordinator would take over many of the administrative duties currently undertaken by the senior management team, enabling them to spend more of their time in the classroom. The post would also take over responsibility for the additional tasks in 2.1 by co-ordinating the information on the Phoenix Gold and financial management systems.

2.3 The proposed job description is attached as **Appendix 1**.

3. The Proposals

3.1 It is proposed that Policy and Resources Committee consider and approve the establishment of an 18 hour per week part-time post of Administration Coordinator at Buckie Community High School.

4. Financial Implications

4.1 The Rector of the school is confident that the school's devolved budget is able to sustain the post on a permanent basis.

4.2 It is anticipated that workload would currently justify working hours of at least 20 hours per week and that this level of hours can be funded from current devolved budget and the level of devolved budget anticipated for the 2000/2001 session and beyond. However, in recognition of the possibility of a fall in school roll in future years and of any commensurate reduction in the school's devolved budget, it is intended that the contract offered to the Administration Coordinator be limited to 18 hours guaranteed work per week, with a requirement that the post holder undertake additional hours as and when required.

5. Staffing and Social, Economic and Environmental Implications

5.1 There are no staffing or social, economic and environmental implications beyond those identified at section 4.

6. Consultations

6.1 The Personnel Officer (Operations) has been consulted and has advised that the post be graded at AP 1-2 (£12,405 - £14,811).

6.2 Carolyn Williamson, Assistant Chief Financial Officer has also been consulted and is satisfied that in light of the safeguard identified at section 4.2 of this report funding for the proposed post will be sustainable from the school's devolved budget.

7. Recommendations

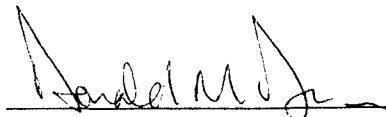
7.1 It is recommended that Policy and Resources Committee considers and approves the establishment of a part time (18 hours per week) post of Administration Coordinator at Buckie Community High School on salary grade AP 1-2, under stipulation that funding for this post will be provided entirely from the school's devolved budget.

Author of Report: Chris Sugden, Rector, Buckie Community High School

Background Papers:

Ref: DMD/LCW/Reports/P&R/15 March 2000/Admin. Post at BCCHS

Signature:



Designation: Acting Director of Education

Name: Donald M Duncan

THE MORAY COUNCIL**JOB DESCRIPTION**

(1) JOB IDENTITY		
POST TITLE: Administration Co-ordinator	DEPARTMENT: Education	
SECTION:	LOCATION: Buckie Community High School	
REPORT TO: Senior Management Team		
GRADE: AP1-2	POST NO:	

(2) JOB PURPOSE AND WAY OF WORKING
To support the Rector, Senior Management Team and Principal Teachers on all matters relating to the Phoenix Gold and the financial management systems.

(3) MAJOR TASKS
3.1 Co-ordinate the Phoenix Management System.
3.2 Provide administrative support to the Rector in the management of devolved school budgets.
3.3 Allocate staff cover.
3.4 Monitor the use of IT systems.

(4) REPORTING RELATIONSHIPS This job is indicated by *
<p>Rector</p> <p>—</p> <p>Administration coordinator*</p>

SIGNATURES AND ADMINISTRATION ONLY

<i>Author's Signature:</i>	<i>Validator's Signature:</i>	<i>Date:</i>
<i>Postholder's Name:</i>	<i>Signature:</i>	<i>Date:</i>
<i>Supervisor's Name:</i>	<i>Signature:</i>	<i>Date:</i>

(5) DUTIES TYPICALLY INCLUDE:**3.5 Co-ordinate the Phoenix Management System.**

3.5.1 Manage SQA exam entries, link this with the curriculum management system and provide data to senior management team.

3.5.2 Track pupil allocations in classes and link these to curriculum management system, particularly loading subject choices at key transitions, and liaison with Administration Assistant.

3.5.3 Recommend changes to the current system where necessary.

3.6 Support the Rector in the management of devolved school budgets.

3.6.1 Provided administrative support to the Rector in managing devolved school budgets.

3.6.2 Provide data to Senior Management Team for the monthly finance meeting.

3.6.3 Monitor supply staff budget and provide data to Senior Management Team.

3.6.4 Provide information to the Senior Management Team on matters relating to School Budget.

3.7 Allocate staff cover.

3.7.1 Arrange supply cover as appropriate.

3.8 Monitor the use of IT systems.

5.4.1 Advise Senior Management Team on extending use of IT systems.