

**ADVICE TO
MEMBERS**

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Routine Administrative Tasks

In light of the current Time to Tackle Workload, the EIS is issuing the following advice to members on the matter of routine administrative tasks, which often add to teacher workload. It is based on the 2014 SNCT agreement which states:

“Teachers will not be asked to undertake administrative and non-teaching duties which are generally undertaken by support staff.”

And

“Teachers will not be expected to undertake the duties generally undertaken by administrative and support staff, but will work co-operatively with all staff to ensure an appropriate distribution of workload.”

Is this your experience or are you being asked to carry out such tasks?

If it is the latter, this needs to be challenged as part of the **TTTW** campaign.

By way of illustration, here are the type of administrative tasks which should be undertaken by administrative and support staff and, therefore, should not form part of a teacher's routine work:

- Supervision of pupils within the school grounds, in dining and/or recreation areas during school hours but outwith scheduled teacher class contact time.
- Administration of the school meals service.
- Documenting and maintaining pupil disciplinary records.
- Administrative elements of pupil welfare requirements, including support of guidance staff with routine documentation and information dispersal.
- Reception and telephonist duties.
- First aid and administration of medication.
- Administration and documentation relating to out-of-school visits/work experience/visiting groups etc.
- Filing/photocopying.
- Administrative detail of register/absence procedures/issue of standard letters.
- Non-professional aspects of school reporting procedures, preparation of envelopes, transfer of information, photocopying, filing etc.
- Inputting of assessment data, beyond normal recording processes.
- Transmission of recorded data to external bodies.
- Organising and obtaining supply cover.
- Administrative aspects of resourcing, stocktaking, ordering, checking and invoice reconciliation.
- Property management.
- Administration of after-school care.

What to do next

If your school procedures breach the above guidelines, this should be raised in the first instance at a school level. If progress can't be made, please contact your Local Association Secretary for further advice.

