



### 1. JOB IDENTITY

**Post Title:** School Support Assistant      **Service:** ECS  
**Section:** Education – School Support      **Grade:** Admin D  
**Reports to:** Cluster Business Coordinator

### 2. JOB PURPOSE

- Provide operational and administrative support to smaller schools.
- Provide basic administrative tasks that may include reception cover; carry out school related communications.
- Provide first aid cover, administer medication, assist with emergency personal care and pupil supervision.

There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

### 3. CORE RESPONSIBILITIES / DUTIES

- Provide whole school core administrative support which may include reception duties, data gathering and input, word processing, processing mail, photocopying, record keeping and producing a range of documents.
- First point of contact for enquiries, responding appropriately and re-directing as required.
- Undertake general office duties.
- Supporting the Cluster Business Assistant with school finances
- Provide first aid to pupils and respond appropriately to accidents, injuries or sudden illness, including administering prescribed medicines in accordance with agreed protocols and individual healthcare plans; undertake accurate record-keeping
- Support teaching staff/PSAs with interval and lunchtime pupil supervision within playgrounds and other social environments contributing to a safe and healthy school environment
- Supervise the movement of children including escorting them between school buildings and to/from transport ensuring their wellbeing and safety in line with relevant procedures and risk assessments
- Occasionally assist with emergency personal care, and on occasion, assist another staff member to carry out intimate personal care, ensuring pupil dignity, privacy and respect at all times and working in line with guidance
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#### 4. QUALIFICATIONS AND TRAINING

- Essential:**
- Scottish National 5 level, Standard Grades, or equivalent transferable experience and skills
- Desirable:**
- ECDL or equivalent
  - Recognised First Aid qualification

#### 5. EXPERIENCE

- Essential:**
- Microsoft Office packages
  - Experience of interacting with children and young people
- Desirable:**
- Previous administrative experience
  - Experience of working in an education setting

#### 6. KNOWLEDGE AND SKILLS

- Essential:**
- Capable of prioritising tasks to meet competing demands
  - Ability to work on own initiative and as part of a team
  - Accuracy and attention to detail
  - Strong interpersonal and organisational skills to work as part of a team and on own initiative
  - Flexible and adaptable approach; a patient, fair, courteous and non-confrontational manner in dealing with people
  - Ability to respect confidentiality
  - Demonstrate an understanding of the importance of strong positive adult / pupil relationships in education as outlined in the 'One Good Adult' job description
  - Ability to travel throughout the cluster to visit all schools (primary and secondary)
- Desirable:**
- Knowledge of Local Government systems and processes
  - Working knowledge of child development

#### 7. ADDITIONAL REQUIREMENTS

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|------------------------|-----------------------------|
| Driving Compliance     | Not applicable to this post |
| Politically Restricted | Not applicable to this post |