



COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Clerical Assistant / First Aider	Job Number:	TBC
Department:	Education & Children's Services	Grade:	C
Location:	The Nicolson Institute	Date:	2026
Responsible To:	Chief Officer Education & Children's Services; in the first instance to the Business Manager.		

Job Purpose

To provide clerical, administrative, typing and general office support to the school under the direction of the Business Manager.

To provide first aid and welfare support to pupils and staff within the school, in accordance with school procedures.

Duties

1. Operate Microsoft Office and other school systems as necessary to support the work of the school.
2. Carry out data input, copy typing, filing, scanning, photocopying and general office duties accurately and within required timescales.
3. Handle incoming and outgoing mail, including electronic mail, and respond to routine enquiries appropriately.
4. Input, maintain and extract information using School Management Information Systems and other approved systems, ensuring information is accurate and handled confidentially.
5. Assist with the processing of invoices using the Comhairle's Financial Management system, in accordance with approved procedures and under the direction of the Business Manager.
6. Completion of statistical returns and transmission of data as required.
7. Support routine cash handling, banking and security of school monies.
8. Provide reception and telephone cover, dealing with pupils, staff, parents/carers, visitors and external contacts in a courteous and appropriate manner.
9. Provide first aid support to sick or injured pupils and staff, liaising with parents/carers, emergency contacts, senior staff and emergency services as appropriate.
10. Record first aid, sickness and injury incidents accurately on the appropriate electronic systems and maintain confidentiality at all times.



General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.





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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Good working knowledge of Microsoft Office, including Word and Excel.	D1. Awareness of child protection, safeguarding, health and safety, and confidentiality requirements in a school setting.
Skills and Abilities	E2. Ability to use Microsoft Office and other school/office systems to input, maintain and extract information accurately. E3. Ability to work effectively using own initiative and work cooperatively as part of a team showing good interpersonal skills. E4. Ability to follow established clerical, first aid and school procedures to produce accurate work and appropriate records. E5. A well organised and methodical approach to work, ensuring attention to detail. E6. Ability and willingness to learn new methods and techniques E7. Good written and oral communication skills, including the ability to communicate appropriately with pupils, staff, parents/carers, emergency contacts and external agencies. E8. Good numeracy skills. E9. Ability to respond calmly and appropriately to pupils or staff who are sick or injured. E10. Awareness and understanding of the need for confidentiality at all times, including when handling pupil, staff, first aid and welfare information.	D2. Ability to communicate in Gaelic
Education and Experience	E11. Experience of working in an office environment, involving the use of	D3. Experience of working in a school environment.

	computers and routine systems. E12. Current First Aid Certificate, or willingness and ability to undertake first aid training immediately on appointment and maintain certification as required E13. Experience of dealing appropriately with young people, parents/carers, staff or members of the public.	
Other Factors	E14. Ability to be flexible and responsive to the changing demands of the Business Manager, school management, pupils, staff and the wider school office. E15. Willingness to undertake relevant training, including first aid, safeguarding, health and safety, school systems and any other training required for the effective performance of the post.	

