# COMHAIRLE NAN EILEAN SIAR

## JOB DESCRIPTION

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| **Job Title:** | School Operations Assistant | **Job Number:** | Various |
| **Department:** | Education & Children's Services | **Grade:** | B |
| **Location:** | Western Isles Schools | **Date:** | 2026 |
| **Responsible To:** | Chief Officer for Education & Children's Services; in the first instance to the Head Teacher | | |

### Job Purpose

To provide a support role during term time to the teaching and non-teaching staff of the school, the Head Teacher and interface with the Education & Children's Service Department.

### Duties

1. Undertake school crossing patrol and general supervision of pupils at lunchtime and the beginning and the end of the school day.
2. Undertake supervision of pupils and take action to ensure the health and safety of pupils in the bus park.
3. Carry out regular checks on the environmental state of the building (especially classrooms) and report abnormal CO2 levels or temperatures to the Head Teacher.
4. Carry out regular checks on the fabric of the building and its surrounds and report defects to the Head Teacher for reporting to PMD.
5. Lodge items with PMD as agreed with the Head Teacher.
6. Report any Health and Safety related events to the Head Teacher and ensure that incident reports are submitted via Assure where appropriate.
7. Undertake messenger and internal delivery duties as required by School Management.
8. Supervise pupil activities as required by the Head Teacher when required.
9. Encourage energy efficient practices in the school and report any issues to the Comhairle Energy Efficiency Officer.
10. Operate the CCTV cameras with relation to school day pupil supervision and interface with relevant officers to access recorded CCTV footage as required by the School Management or CNES staff.

## 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.

**Job Title:** School Operations Assistant **Job Number:** Various

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Knowledge** | E1. Knowledge of the highway code and basic road safety and basic health and safety.<br>E2. Knowledge of the reporting requirements under RIDDOR (Reporting of Injuries, Diseases, And Dangerous Occurrences Regulations 1995). | D1. An understanding of Energy Efficiency Practices within a large property. |
| **Skills and Abilities** | E3. An organised approach to the full range of duties required.<br>E4. Ability to work to standards set by school management with minimum supervision.<br>E5. Ability to supervise pupils when required.<br>E6. Excellent communication and interpersonal skills. | D2. Basic competency in IT.<br>D3. |
| **Education and Experience** | E7. Awareness of health and safety issues in relation to general workplace activity. | D4. Previous experience of working in a school.<br>D5. Previous experience of operating a road crossing. |
| **Other Factors** | E8. Willingness to undertake training as required. | D6. Possession of a current full driving licence including permission to drive vehicles in the D1 category.<br>D7. First aid training.<br>D8. Fluency in Gaelic. |