# COMHAIRLE NAN EILEAN SIAR

## JOB DESCRIPTION

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| **Job Title:** | Administrative Assistant (Early Years) | **Job Number:** | 3936 |
| **Department:** | Education & Children's Services | **Grade:** | D |
| **Location:** | Early Years Office, EDC | **Date:** | 2026 |
| **Responsible To:** | Chief Officer for Education & Children's Services; in the first instance to the Early Years Service Manager. | | |

### Job Purpose

To follow the Comhairle's financial procedures in regard to duties, organise training, maintain office databases and administer Comhairle nursery fee collection. Support departmental staff, Partnership members and Early Learning & Childcare providers on all administrative aspects of service delivery.

### Duties

1. 1. Administer Early Years Partnership and pre-school grant claims including: ELC funding; Transport, Gaelic and Childminder grants. Monitor expenditure, obtain further information required, process payroll information, preparing papers for Financial Sub Group meetings, processing payments and monitoring the use of grant.
2. Inform Early Years Manager of applications for grant, assessing and making recommendations on straightforward applications for funding.
3. Obtain and report on statistical information submitted by ELC providers.
4. Liaise with, and provide specific advice and general assistance to ELC providers, Partnership Members, parents and members of the public.
5. Attend Partnership Meetings and Sub Group meetings as and when required.
6. Update, provide information and run reports using office databases.
7. Liaise with Education and Children's Services staff, other Comhairle departments, Partnership members and external bodies as required to progress issues connected with the Early Years Partnership administrative functions.
8. Provide administrative support to the Early Years Manager in progressing the annual training programme. Organise early years training events including: liaise with training provider, book venue, ensure booking forms are distributed and set up the room to be used to deliver the training.
9. Provide administrative support to the Early Years Manager to take forward the strategic objectives outlined in the Early Years and Early Intervention Strategy.
10. Administer, update and monitor Comhairle nurseries fee collection procedures, including providing training to Play Leaders.
11. Provide administrative support to assist with the production of promotional and display materials.
12. Monitor and update information available on the Early Years Website and Glow.
13. Provision of administrative support to departmental staff as provided for in Central Admin Practice Agreement. List the duties of the post (service specific).

## 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:** Administrative Assistant **Job Number:** 3936

| CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| **Knowledge** | E1. A working knowledge of financial and administrative procedures. | D1. Knowledge and appreciation of island culture.<br>D2. Knowledge of local authority environment. |
| **Skills and Abilities** | E2. Able to use Microsoft Word to create a wide variety of letters and documents.<br>E3. Able to use Microsoft Excel to create simple spreadsheets and maintain complex spreadsheets.<br>E4. Able to analyse financial and statistical information.<br>E5. Excellent verbal and written communication skills.<br>E6. Able to work on own initiative and as part of a team.<br>E7. Ability to accept responsibility, remain calm under pressure and meet tight deadlines.<br>E8. Able to engage with a wide variety of individuals and organisations. | D3. Able to use database software to maintain and analyse data.<br>D4. Ability to motivate and provide support to staff. |
| **Education and Experience** | E9. HNC Administration or equivalent experience.<br>E10. Experience of working in a busy office environment.<br>E11. Experience of working with figures and analysing financial information. | D5. Experience of financial monitoring.<br>D6. Experience of preparing financial and statistical returns. |

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| **Other Factors** | E12. Requirement to exercise confidentiality at all times. | D7. Commitment to the promotion of the Comhairle's Bilingual policy. |