



Administration
Assistant Health
Visiting and School
Nursing Team

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Job Advert



CAREER POSITIVE
Employer in Scotland
ENGAGED

Administration Assistant
Health Visiting and School Nursing Team
Band 3 £28,051 - £30,274 pro rata
Plus Distant Island Allowance £1,408 pro rata
13 hours per week
Permanent post

A vacancy has arisen for an administrative assistant to support the health Visiting and School Nursing Team covering Uist and Barra. The post will be based in Balivanich Clinic Balivanich.

Applicants should have excellent communication skills and interpersonal skills and a commitment to providing a high standard of service. A degree of flexibility is required to cover aspects of the post. You should have good organisational and IT skills with a working knowledge of databases, Microsoft office and minute taking at meetings.

Uist and Barra offers a safe and pleasant environment to live in with easy access to leisure, sporting and outdoor activities. There are travel connections to the mainland via air and ferry. The post holder will be a car owner with a current clean driving licence. This post is not eligible for relocation expenses.

For further information and an informal discussion regarding this post, please contact Anna MacDonald Team Lead Health Visiting/ School Nursing 01851 763337.

The successful applicant will be required to register with the PVG (Protecting Vulnerable Groups) Scheme. This post is not eligible for relocation expenses.

All NHS Western Isles vacancies appear on the NHS Scotland website: apply.jobs.scot.nhs.uk, along with a job description.

Tha beàrnan-obrach NHS Eilean Siar uile gu léir a' nochdadh air làrach-lìn NHS na h-Alba <https://apply.jobs.scot.nhs.uk/>, còmhla ri dealbh-obrach.

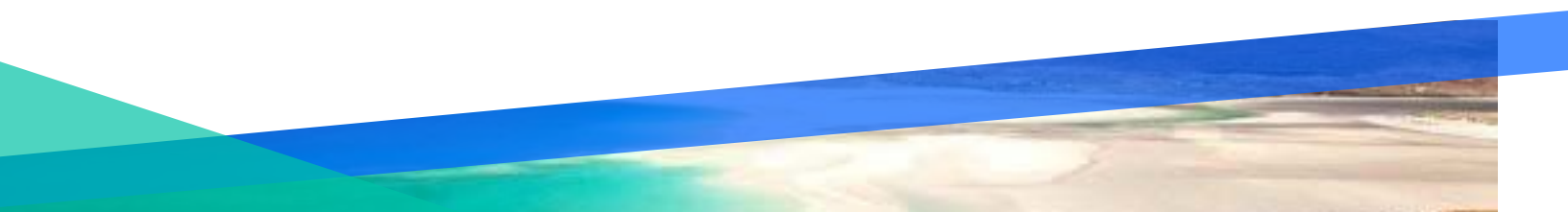
If you have any further queries, please contact Tel: 01851 762027.

NHS WESTERN ISLES
NHS SCOTLAND JOB DESCRIPTION

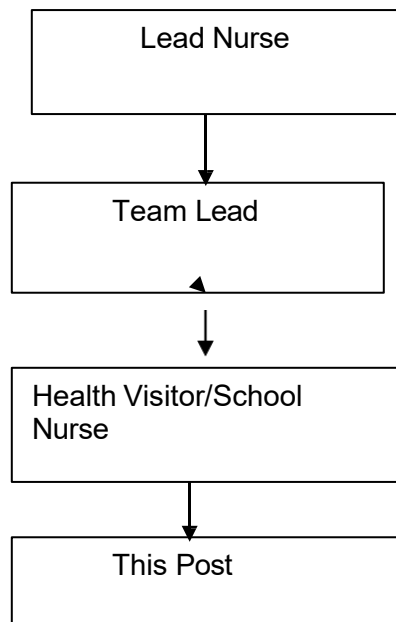
| 1. JOB IDENTIFICATION | |
|------------------------------------|--|
| Job Title: | Administration Assistant Health Visiting and School Nursing Team |
| Responsible to (insert job title): | Team Lead – Health Visiting and School Nursing |
| Department(s): | Health Visiting and School nursing |
| Directorate: | Community |
| Operating Division: | Western Isles |
| Job Reference: | |
| No of Job Holders: | 2 |
| Last Update (insert date): | 02.03.2026 |

| 2. JOB PURPOSE |
|--|
| <p>Provide day to day administrative and clerical support for Health Visiting and School Nursing Team services.</p> <p>To participate in Public Health/Health Promotion events under the direction of the Health Visiting and School Nursing Team and to support with the organisation and implementation of national immunisation programmes.</p> <p>N.B In the event of NHS Scotland being placed on an ‘Emergency Footing’ and or NHSWI declaring a ‘Major Incident’, or similar critical service demand, the role will be subject to change based on the exigencies of the service and post holder competence. On the basis of management assessment of demand, risks and resources available, may be re-deployed on a shift by shift basis.</p> |

| 3. DIMENSIONS |
|--|
| <p>The post holder provides an Administrative Assistant service to :</p> <ul style="list-style-type: none"> • Health Visiting Teams both in the Western Isles, Uist and Barra • School Nursing Team in the Western Isles, Uist and Barra |



4. ORGANISATIONAL POSITION



5. ROLE OF DEPARTMENT

- To provide a comprehensive service to the Health Visiting and School Nursing Team, ensuring that their needs for administrative and clerical support are met in a timely and efficient manner.
- This will include a wide range of duties from routine (filing, photocopying, typing etc) to the exercise of personal and professional initiative.
- To ensure smooth day to day running of the Health Visiting and School Nursing Team office, to act as focal point of contact on behalf of the Health Visiting and School Nursing Team, to organise and co-ordinate meetings, video conference, distributing agenda's, minute transcribing/distribution, disseminating information to a range of internal and external contacts.
- To develop and maintain databases which will assist in the efficient running of the service

6. KEY RESULT AREAS

- Knowledge of the benefits of good time management skills and how to implement into practice
- Competent IT skills, Microsoft word, excel, database
- Create and maintain databases as required for various aspects of the Health Visiting and School Nursing Teams.
- Undertake basic online child protection training in line with local policy.
- Develop knowledge and skills to assist the school team in core work with children, young people and families for example Primary 1 Checks
- Recognises own ability and limitations of role and knows when to seek help/advice/escalate.
- The post holder will be expected to demonstrate initiative and have the ability to work largely unsupervised, prioritising work as delegated.
- Uses judgements when identifying problems, recognising when to seek further advice.
- Organise and manage delegated daily workload under the guidance of qualified team members.
- Assist with co-ordination and delivery of healthcare provision in education and community settings including the school based immunisation programmes which include Primary and Secondary Flu's, HPV's and Booster Vaccinations and assist qualified staff as required at sessions.
- Participate in clinics and support groups as directed by qualified team members.
- Support school team with Public Health initiatives and Health Promotion activity.
- Non budget holder.
- No line management responsibilities.
- Arranging and rescheduling appointments and send for patients using appropriate systems for Health Visiting and School Nursing Team
- Manage and prioritise incoming and outgoing correspondence, initiating responses on behalf of senior staff where appropriate.
- Receive and respond to incoming telephone calls, redirecting them where appropriate and/or necessary.
- Make outgoing telephone calls at own discretion or as required by staff. This will include dealing with public.
- Typing of letters, memos and reports, preparation of correspondence, preparation of documents and producing reports using Microsoft software, using e-mail facilities as appropriate.
- Organisation and co-ordination of meetings, workshops and events requiring effective planning and organising, including drafting agendas, taking and transcribing minutes and disseminating information.
- Supporting key staff in preparing paperwork and documents for Child Protection Case Conferences, Childs plan Meetings and Team Around the Child Meetings.
- Preparation of agreed Policies, Guidelines and Standard Operating Procedure documents in the appropriate format, and ensuring the timely update of these documents.
- Input annual and sick leave information to SSTS.
- Implement and maintain effective manual filing of client records
- Order goods and equipment, process invoices and goods received notes accurately and in a timely manner for the service on behalf of the Health Visiting and School Nursing Team

- Work within and adhere to Board policies and procedures to maintain consistent standards.
- Maintain stationery stock, by ordering goods on the Pecos system. Ensure that faults/breakages/problems with equipment are reported to the relevant department and ensure the work is carried out.
- To exercise initiative in responding to requests for information/action, including referral to appropriate senior staff.

7a. EQUIPMENT AND MACHINERY

Printer/Scanner/Photocopier
 Telephone/Answer Machine
 PC
 Shredder Laminator

7b. SYSTEMS

All Microsoft packages
 Intranet and Email SSTS
 Pecos

8. ASSIGNMENT AND REVIEW OF WORK

- Organise and manage delegated daily workload under the guidance of qualified team members.
- Arrange meetings, video conference, Agenda's, minute transcribing/distribution, filing etc.
- Assist with co-ordination and delivery of healthcare provision in education and community settings as part of the school nursing services as directed by the school team.
- Co-ordinate school based immunisation programmes and assist qualified staff as required at sessions.
- Participate in clinics and support groups as directed by qualified team members.
- Support school team with Public Health initiatives and Health Promotion activity which includes the school immunisation programme.

9. DECISIONS AND JUDGEMENTS

- Recognises own ability and limitations of role and knows when to seek help/advice.
- The post holder will be expected to demonstrate initiative and have the ability to work largely unsupervised, prioritising work as delegated.
- Uses judgements when identifying problems, recognising when to seek further advice.
- Receiving and acting upon incoming calls with the ability to judge urgency

10. MOST CHALLENGING/DIFFICULT PARTS OF THE JOB

- The post holder receives work from staff members 2 different teams via email, verbally or hand written
- The post holder is also delegated work from the Team Lead
- Planning and organisation of work mainly follows established routines with direction from team members/team lead
- Advice and guidance is available as required from team lead.

11. COMMUNICATIONS AND RELATIONSHIPS

- Excellent inter-personal and communication skills.
- The post holder must be diplomatic, tactful, helpful, compassionate and discrete.
- Be a focal point of contact for the Health Visiting and School Nursing Team.
- Communicate with colleagues, clients, multi –disciplinary teams and partner agencies.
- Communication can be verbal, written or electronic.

12. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENTAL DEMANDS OF THE JOB

Physical

Accurate keyboard and computing skill Good
Telephone skills
Good organisational skills

Emotional Effort

Ability to be self motivated, calm and empathetic

Physical Effort

Sitting for long periods of time at a computer

Mental Demands

Requires a high level of confidentiality Able to work within a team
Able to prioritise workload
Able to work effectively under pressure with constant interruptions

13. KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED TO DO THE JOB

- Word Processing and excellent computer skills.
- SVQ level 3 IT qualification
- Microsoft office eg Outlook, Word, Excel
- Ability to pick up new systems PECOS, SSTS, Morse
- Good Telephone Manner
- Ability to work with limited supervision and use own initiative
- Ability to communicate well with staff and clients.
- Ability to work under pressure and prioritise workload
- Good organisational skills.
- Experience of working in administration and with the general public.

14. JOB DESCRIPTION AGREEMENT

A separate job description will need to be signed off by each jobholder to whom the job description applies.

Job Holder's Signature:

Head of Department Signature:

Date:

Date:02.03.2026

A Place to Live

The quality of life in the Western Isles, particularly for those with families, is outstanding: a safe space to bring up children, stress-free commutes with jaw-dropping views, and the opportunity to stroll along our pristine beaches or explore our dramatic scenery on your days off.

Community spirit is at the heart of the Western Isles. It is close-knit and welcoming, residents are proud of the place where they live and are keen to support young and old. The islands have a strong cultural identity stemming from their distinctive history.

Although the islands are remote, you can still keep connected with the wider world. There are frequent transport links to the mainland via ferries and three island airports – Barra, Benbecula, and Stornoway. The Air Discount Scheme (cheaper flights for islanders) and Road Equivalent Tariff (subsidised ferry fares) ensure transport is affordable. High-speed internet is widely available and allows islanders to stay connected globally.

Local Primary and Secondary Schools provide high quality education with the opportunity to learn through the Gaelic language. There is a network of excellent sport and leisure facilities in the Western Isles with annual cultural festivals and venues with live entertainment.

Key worker housing can be applied for through Hebridean Housing Partnership.

Useful Information

cne-siar.gov.uk Comhairle nan Eilean Siar (Western Isles Council - for more information on Schools, leisure and culture)
visitouterhebrides.co.uk (for more information on our islands and what to see and do)

A Place to Work

NHS Western Isles employs over 1000 staff over a number of sites, including:

- Ospadal nan Eilean Siar (Western Isles Hospital), Stornoway
- Ospadal Uibhist agus Bharraigh (Uist and Barra Hospital), Benbecula
- St Brendan's Hospital, Barra
- A number of GP and Dental Practices across the island chain
- A variety of community-based health services

Being part of a smaller team with a flat management structure provides the opportunity to widen your experience and be involved in a range of planning and decision-making that you might not otherwise experience in a larger setting. Our patients are our community, and there is opportunity to contribute to multi-disciplinary and holistic care to patients and families across healthcare settings.

Support and development are central to NHS Western Isles' ethos, and this involves working in partnership with the University of the Highlands and Islands, NHS Education for Scotland, and other higher education institutions. Our Professional Practice and Learning team will support and advise you on your learning journey. Many opportunities can now be accessed remotely through online learning. Regular clinical training is available and scenario-based learning is available in our recently-installed sim lab.

The Western Isles has a range of employment opportunities in the public and private sector for those that are relocating as a family. Please contact us and we can direct you to vacancies that might be suitable.

All staff are valued equally and we welcome and encourage those from diverse backgrounds to come and work for us.



NHS WESTERN ISLES BENEFITS

Pay

The NHS pay system is known as Agenda for Change (AfC) which applies to all staff excluding medical, dental and executive level managers.

The benefits include a standard working week of 37 hours, with pay enhancements to reward weekends, nights and overtime working. This ranges from time plus 88% to time plus 30% depending on your pay band and shifts you work.

Distant Islands Allowance is paid to all staff who live in the Western Isles. This is currently £1,406 per year.

Annual Leave

Annual leave entitlement is 27 working days, rising to 29 working days after 5 years' service and 33 days after 10 years' service. In addition to this, you are entitled to 8 statutory public holidays every year.

Work-life balance

We understand that balancing work and home commitments can sometimes be difficult.

Our policies offer:

- Flexible working including home working
- Paid parental leave
- Paid carer leave
- Paid bereavement leave
- Occupational sick pay scheme

Wellbeing

We recognise that your mental and physical wellbeing is important and we aim to support you in the workplace.

We have a 24-hour confidential helpline to support you and your family through any of life's issues or problems. This includes counselling, family issues, bereavement, financial wellbeing, relationship advice, legal information and more.

NHS Pension Scheme

All new employees will automatically be enrolled in the NHS Pension Scheme, or if you are an existing member your membership will continue.

Key features

- Benefits accrued on a Career Average Revalued Earnings (CARE) basis.
- Normal pension age the same as your State Pension Age.
- Pension accrual rate of 1/54th of pensionable earnings each year.
- Valuable death benefits for your dependents.
- Option to take part of your pension and continue working.

Further information on the benefits of the scheme, can be found at sppa.gov.uk.

Travel & Transport

We participate in the Cycle to Work scheme, enabling you the opportunity to buy a bike tax-free.

Those who need to travel a lot for work will be eligible for a leased car.

Right to Work in the United Kingdom

We will support those that are eligible for a certificate of sponsorship to apply for a work visa. Candidates who require a Certificate of Sponsorship can access further information on the UK Border Agency's new points based system that now governs the way individuals from outside the EEA can work in the UK at bia.homeoffice.gov.uk.

