

**EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT**

**STAFF DEVELOPMENT OPPORTUNITY**

**ACTING EDUCATION SUPPORT OFFICER**

**(LEARNING ESTATE)**

**(0.6 FTE - 3 days)**

**(23-month secondment)**

**Salary £57,429 - £62,022 (pro-rata)**

Applications are invited for the above post. This post arises as a result of expected outcomes of the learning estate review requiring educational input.

Days of the week can be flexible and will be agreed following appointment.

***Please note that applicants can also apply for the Acting ESO Support Officer Staffing (0.4 FTE 2 days) post in order to create a full time position.***

Should you wish to discuss any aspect of this position in more detail, please do not hesitate to contact Andy Hall, Programme Manager, Education on [andrew.hall@moray.gov.uk](mailto:andrew.hall@moray.gov.uk)

**The application form and job description are attached. Completed application forms should be returned to** [**educationinterviews@moray.gov.uk**](mailto:educationinterviews@moray.gov.uk)

**The closing date for the post is 9.00am on Friday 22nd August 2025**

**Proposed interview date – Friday 29th August 2025**

**Proposed start date – as soon as possible after appointment**

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|  | **EDUCATION, COMMUNITIES AND ORGANISATIONAL DEVELOPMENT**  **ACTING EDUCATION SUPPORT OFFICER (Learning Estate)**  **0.6 FTE – 3 days** |

Surname: ……………………………… Forenames: …….…………………….…………….…

Preferred Title:………… Payroll No: MC TCH ……..…………… GTC No:..........................

Home Address ……………………………………………………………………..………………

………………………………………………………………………………………………………...

Postcode…………..….… Tel No ……………...…… E-mail:………………….…..……………

School …………..…………………..…….. Post ………………..…………………..………..…

Signature …………………………..…..…………… Date ………………………………………

**Please state why you consider you are a suitable candidate for this post:**

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(Continuation from page 1)

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Completed application forms should be returned to

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**Closing date 9.00am Friday 22nd August 2025**

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MORAY COUNCIL

JOB DESCRIPTION

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| (1) JOB IDENTITY |
| POST TITLE: Education Support Officer – Learning Estate  (0.6 FTE – 3 days)  DURATION: 23 months  DEPARTMENT**:** Education, Communities & Organisational Development  SECTION: Education  LOCATION: Headquarters Elgin  REPORT TO: Programme Manager (Learning Estate)  GRADE: ESOPOST NO: |

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| (2) JOB PURPOSE AND WAY OF WORKING |
| To provide professional education support to the Learning Estate (Programme Manager) in the planning, coordination, communication, and implementation of the learning estate sustainability and rationalisation programme, ensuring alignment with Scottish Government policy, local authority objectives and community needs. |

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| (3) MAJOR TASKS |
| **Advise on the provision of supplies, and the design and furnishing of accommodation for schools including:**  **3.1 Support and Planning**  **3.2 Stakeholder Engagement and Communication**  **3.3 Programme Delivery and Support**  **3.4 Data Analysis and Reporting**  **3.5 Policy and Compliance**  **3.6 Capacity Building and Support** |
| (4) REPORTING RELATIONSHIPS **This job is indicated by \*** |
| Head of Education Resources and Communities  Programme Manager (Learning Estate)  Education Support Officer (Learning Estate)\* |

**JOB DESCRIPTION Cont/d ...**

| (3) DUTIES TYPICALLY INCLUDE: |
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| 3.1 Support and Planning  **3.1.1 Assist in the development and implementation of the Moray Council Learning Estate Strategy (LES) and programme delivery plans**   * + 1. **Support the alignment of the rationalisation programme with national policy, including the LES, Scottish Schools (Consultation) Act 2010, and the Curriculum for Excellence.**     2. **Analyse pupil roll forecasts, catchment data, and demographic trends to inform decision-making on future estate capacity requirements.**     3. **Provide educational insight in terms of the evaluation of suitability of school buildings, attending working groups and discussions where appropriate in relation to the learning estate, school mothballing / closure and other related meetings.**   1. Stakeholder Engagement and Communication   **3.2.1 Coordinate consultation processes with stakeholders including parents, pupils, staff, community groups, elected members, and trade unions in line with statutory requirements.**   * + 1. **Draft consultation documents, reports, and briefings for internal and external use.**     2. **Attend public meetings, education committee meetings, and workshops as a Learning Estate representative.**     3. **Act as a liaison between Learning Estate and other services in relation to the LES and supporting delivery programme**   1. Programme Delivery and Support      1. **Monitor project timelines and ensure milestones are met.**      2. **Support the transition planning for pupils and staff affected by mergers, closures, or re-zoning.**      3. **Assist in developing communication and support plans for affected schools to ensure continuity of learning and staff well-being.**      4. **Contribute to the design of new or refurbished educational spaces to ensure they meet modern learning and teaching requirements.**   2. Data Analysis and Reporting      1. **Maintain and analyse accurate data and associated metrics related to the LES and supporting delivery programme.**      2. **Provide education-specific input into business cases and option appraisals. Including development of Education Benefits statements following engagement with key education colleagues (Head Teachers, Service Managers) in line with Education Scotland requirements.**      3. **Assist in the preparation of reports for senior officers, elected members, and other stakeholders.**      4. **Liaise with Education Scotland in relation to education aspects including Education Benefits in the event of school mothballing / proposed closure in line with Education Scotland requirements, current legislation and guidance.**   3. Policy and Compliance   **3.5.1 Ensure all activities comply with the Scottish Schools (Consultation) Act 2010, Equality Act 2010, GIRFEC, and other relevant legislation.**   * + 1. **Support the drafting of integrated impact assessments and prepare Education Benefits statements in line with current legislation, guidance and best practice by liaising with relevant education colleagues and service managers.**   3.6 Capacity Building and Support  **3.6.1 Share best practice from other local authorities or programmes**  The above is intended to provide a clear but concise statement of the present MAJOR TASKS and ACTIVITIES of the job. It is not an exhaustive list of all its detailed duties. |

***SIGNATURES AND ADMINISTRATION ONLY***

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| ***Author’s Signature:***  ***Postholder’s Name:***  ***Supervisor’s Name:*** | ***Validator’s Signature:***  ***Signature:***  ***Signature:*** | ***Date:***  ***Date:***  ***Date:*** |

PERSON SPECIFICATION

Post: **Education Support Officer (Learning Estate)**

Department: **Education Communities and Organisational Development**

Date Specification Completed: **19/5/25**

Note: **Any disabled applicant who meets the essential criteria for the post is guaranteed an interview.**

| ATTRIBUTES | ESSENTIAL *The minimum acceptable levels for safe and effective job performance* | DESIRABLE *The attributes of the ideal  candidate* |
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| 1. Experience | **Recent experience of teaching in a school or pre-school setting.**  **Demonstrated ability in developing and implementing change in an educational setting**  **Experience of improving children’s learning experiences.**  **Excellent interpersonal and communication skills** | **Experience of working in a senior promoted position in school or education setting**  Knowledge of national legislation and policy relating to schools and education e.g. Schools (Consultation)(Scotland) Act 2010  **Experience of dealing with wide stakeholders groups (including local communities) impacted by changes to schools** |
| 1. Education & qualifications\* | **Qualifications as required by GTCS** | **Additional qualifications, Education and/or Management qualifications** |
| 1. Skills/abilities (general) | **Ability to prioritise own workload, work on own initiative and work collaboratively as part of a team.**  **Effective organisational skills including ability to assume responsibility for specific tasks and deliver successful outcomes**  Ability to analyse complex data and prepare evaluative reports for a variety of audiences. | **Proven ability to lead teams effectively**  **Evidence of successful leadership of projects**  **Good ICT skills**  **Ability to manage delegated budgets effectively**  Ability to manage projects to meet timescales and deadlines and secure improvement. |
| 1. Skills/abilities specific to post\* | Ability to provide constructive feedback to individuals and identify appropriate changes to provision.  Ability to evaluate the impact of changes and developments on learning.  **Leadership qualities in implementing changes to improve the quality of education**  **You will be expected to travel efficiently and effectively between various work locations within Moray to meet the operational requirements of the Service.  Due to the rural nature of Moray this is normally undertaken by use of a car.** | **Evidence of successful involvement in implementing major initiatives and/or policy development**  Ability to use enquiry or research-based approaches to promoting change.  Ability to think systematically and creatively |
| 1. Inter-personal & social skills | **Skilled communicator in a range of formats and situations at all levels**  **Consultative, good listener, courteous, tactful. Ability to build relationships and empathise with stakeholders ranging from young people through to staff and parents and local communities**  **Ability to inspire and motivate others whilst incorporating appropriate support and challenge** | **Experience of managing a project requiring significant involvement of appropriate stakeholders.**  **Shows evidence of integrated working with a range of agencies or stakeholders**  Experience of motivating and supporting others.  Ability to articulate a clear vision for organisational improvement in specific contexts. |
| 1. Working environment & physical demands | **Ability and willingness to undertake both office and non-office based tasks.**  **Ability and willingness to attend meetings and events outwith office hours** |  |

**\* Candidates will be required to show these documents if invited for interview.**

**Satisfactory Disclosure Scotland check required? YES**

**Membership of Protecting Vulnerable Groups Scheme (Working with Children) YES**

**Membership of Protecting Vulnerable Groups Scheme (Working with Vulnerable Adults) YES**