

JOB DESCRIPTION

TITLE: General Assistant

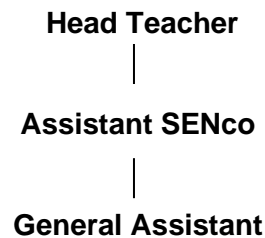
SCHOOL: Bramingham Primary School

RESPONSIBLE TO: Headteacher/Assistant SENco

GRADE: L1B

PURPOSE OF POST: To give general office and classroom support to the school.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

	<u>%</u>
1. Accompany teachers on school outings and assist with the supervision of children on these occasions, and before and after school.	5%
2. Listen to children reading on an individual basis providing encouragement and support, feeding back to the teacher/teaching assistant accordingly.	5%
3. Support children with personal hygiene, assisting them to dress/undress when necessary.	50%
4. Undertake first aid if trained and competent. Take children home or to hospital as appropriate.	10%
5. Assist with classroom preparation, mixing of paints, cutting of card, putting up displays and general classroom assistance. Change reading books, collect and return computers and other classroom equipment, record radio and television programmes.	5%
6. Provide support to the school office in areas such as photocopying, collating, distribution, data input, word processing, etc. Assist with medical inspections, vaccinations and photographic sessions.	5%
7. Operate the school telephone system taking clear messages as required.	10%
8. Operate the school reception desk assisting with all enquiries taking clear messages as required.	10%

DIMENSIONS:

Supervisory Management: N/A

Financial Resources: N/A

Physical Resources: Classroom equipment, material and resources.

Other:

CONTEXT: All support staff are part of a whole school team. They are required to support the values and ethos of the school and school priorities as defined in the School Improvement Plan. This will mean focussing on the needs of colleagues, parents and pupils and being flexible in a busy pressurised environment.

Physical Effort: The job is likely to involve some lifting of children and equipment on a regular basis. Training will be provided.

Working Environment: There could be a frequent requirement to deal with vomit and bodily fluids when children are unwell.

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Disclosure of Convictions

It is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore candidates invited to interview will be required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020).

The information you provide will be treated as strictly confidential and will be considered only in relation to the job for which you are shortlisted.

You may be asked for further information about your criminal history during the recruitment process.

For posts working with children, young people or vulnerable adults, a criminal record check is requested. This check will be cross referenced against the Adults and Children's Barred Lists. These lists contain details of people deemed unsuitable to work with children or vulnerable adults. All jobs requiring these checks will be identified on the job description.

Offers of employment will be subject to the receipt of satisfactory checks which will include a check with the Disclosure & Barring Service (DBS). Note, it is an offence to apply, offer or accept any work with children (paid or unpaid) if disqualified from working with children.

The information provided will be confidential and not passed onto unauthorised persons or organisations. However, we are under a duty to protect public funds, and to this end may use the information you have provided for the prevention and detection of fraud. We may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Disclosure & Barring Service (DBS)

This post meets the definition of 'Regulated Activity' as defined in the Safeguarding Vulnerable Groups Act 2006.

Because of the nature of this job, it will be necessary for an enhanced DBS check to be undertaken. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore applicants are required to declare all unspent cautions and convictions; and also any adult cautions (simple or conditional), and spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). A person's criminal record will not in itself prevent a person from being appointed to this post. Applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying. However in the event of the employment being taken up, any failure to disclose such offence, as detailed above, will result in dismissal or disciplinary action by the Authority.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable criteria</u> .				
Attributes	Essential	How Measured	Desirable	How Measured
Experience			Some experience in a general office environment. Some experience of using word-processing, spreadsheets, databases and IT packages. Experience of working in a school environment.	1,2 1,2 1,2
Skills/Abilities	Demonstrable ability to communicate effectively with children and adults. Basic numeracy to support the learning needs of pupils at the relevant Key Stage. Basic literacy to support the learning needs of pupils at the relevant Key Stage. Able to work as a member of a team. Able to contribute to the support of children in all areas of personal development. Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2 1,2,5 1,2,5 1,2 1,2 1,2,5		
Competencies	Able to demonstrate appropriate motivation to work with young people Able to form appropriate relationships with young people		Emotional resilience in working with challenging behaviours Appropriate attitudes to use of authority and maintaining discipline	
Equality Issues	An appreciation of some of the common forms of discrimination.	1,2		
Specialist Knowledge				
Education and Training	First Aid certificate, or willing ness to learn.	1,2,4		
Other Requirements		1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Luton Borough Council's policies are reflected in all aspects of his/her work, in particular those relating to;

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018)

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people;
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- Emotional resilience in working with challenging behaviours; and, attitudes to use of authority and maintaining discipline.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.'

'CVs will not be accepted for any posts based in schools.'