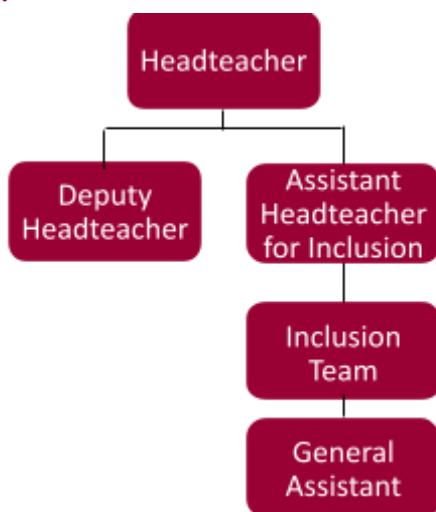


St Matthew's Primary School Job Description

TITLE: General Assistant to support Complex Needs
SCHOOL: St Matthew's Primary School
RESPONSIBLE TO: School Business Manager/Headteacher
GRADE: L1b

PURPOSE OF POST: To give general support to pupils, office and leadership to support the wider school business needs.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

1. Support children with personal hygiene including the intimate care of children not yet toilet trained. 25%
2. Undertake routine checks on children with specific medical conditions once trained and competent throughout the school, e.g. diabetes checks. 20%
3. Support other key colleagues on home visits to facilitate ordinary school business. 5%
4. Escort children to local venues as part of the curriculum routinely under direction of class teacher. E.g. Swimming lessons and offsite PE activities 5%
5. To maintain the presentation, of all areas in the school 10%
6. Assist the class with medical inspections, vaccinations and photographic sessions. 5%
7. Assist with preparations for class planning, resourcing and organising 'setting up' as required. e.g. set up activities, preparing & organising resources etc. 20%

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|----|---|----|
| 8. | Accompany teachers on school outings and assist with the supervision of children on these occasions, as required. | 5% |
| 9. | Undertake First Aid when trained and competent. Take children home or to hospital as appropriate. | 5% |

DIMENSIONS:

Supervisory Management: Performance management for an identified team.

Financial Resources: To be confirmed

Physical Resources: Classroom materials, equipment and resources

Other: N/A

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

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

CONTEXT:

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Disclosures are handled in accordance with the DBS Code of Practice which can be accessed via www.disclosure.gov.uk

'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</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	Personal or professional experience of managing intimate care of others	1,2	Some experience in a general office environment.	1,2
			Some experience of using word-processing, email, online resourcing.	1,2
			Experience of working in a school environment.	1,2
			Some experience of supporting a child/ren with additional needs	1,2
Skills/Abilities	Demonstrable ability to communicate effectively with children and adults.	1,2		
	Basic numeracy.	1,2,5		
	Basic literacy.	1,2,5		
	Able to work as a member of a team.	1,2		
	Able to support the wellbeing of children.	1,2		
	Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English	1,2,5		
	Able to manage competing demands on time and own workload	1,2,5		
	Able to converse confidently with all school staff	1, 2, 5		

Competencies	Able to demonstrate appropriate motivation to work with young people	1,2	Appropriate attitudes to use of authority and maintaining discipline	2
	Able to form appropriate relationships with young people	1,2,5		
Equality Issues	An appreciation of some of the common forms of discrimination.	1,2		
	An appreciation of different cultures, families and other languages spoken.	1,2		
Specialist Knowledge				
Education and Training	First Aid certificate, or willingness 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 (1984 & 1998)

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.