|  |
| --- |
| **Job description**  **Bede’s is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.** |

|  |  |
| --- | --- |
| **Job title:** | **School Assistant** |
| **Reporting to:** | **Deputy Head – Prep School** |
| **Line management responsibility for:** | **N/A** |
| **Main purpose of the role:**  To contribute to and support a variety of roles within the school, mainly in administration and the PE/Games department. | |
| **Background information:** This post will report to the Deputy Head, but will also work closely with all members of staff. This role provides a valuable opportunity to gain valuable and practical hands-on experience of working in a teaching environment. | |

**Main duties and responsibilities:**

1. To assist within the school office with general administrative duties

1. To assist the Head of Options/Activities with supporting a range of co-curricular activities and help ensure a safe working environment
2. To provide support to form teachers with preparing and mounting displays of work to ensure that classrooms are attractive and stimulating and pupils’ work is displayed to its advantage
3. To assist with a variety of supervisory roles and undertake break time duties
4. To assist with a variety of sporting activities whether:

* Assisting with arranging sporting and delivering sporting events (football tournaments, charity fun days)
* Helping with the co-ordination of running sporting fixtures
* Assisting the relevant teacher with the supervision of pupils during PE and Swimming lessons.

1. To undertake such other duties as may reasonably be determined by the Headmaster.

|  |
| --- |
| **Person Specification**  **Bede’s is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment** |

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. Please ensure that your application demonstrates how you meet the essential criteria. You will be assessed by your completed Application Form and covering letter (A), at interview (I) and in some instances by an exercise (E).

|  |  |  |  |
| --- | --- | --- | --- |
| **Requirements** | | **Essential / Desirable** | **Measured by A, I, E** |
| Education and Qualifications | * Minimum of A Level standard of education of equivalent. | **E** | **A** |
| Knowledge and skills | * Good organisation skills to be able to assist with arranging sporting events/fixtures * Competent IT Skills * An understanding of Health and Safety and its importance within the school environment. * Ability to understand quickly the key components of providing a safe and secure environment within the School and maintaining clear boundaries with pupils. | **E**  **E**  **E**  **E** | **A/I**  **A/I**  **I**  **I** |
| Experience | * Experience of working as part of a team * Experience of working with children | **E**  **D** | **A/I**  **A/I** |
| Personal competencies and qualities | * Ability to organise time and work effectively * Ability to show flexibility when working in a dynamic environment. * Ability to develop and follow process in a timely manner * Excellent interpersonal skills with the ability to communicate professionally with colleagues and children * A strong team player | **E**  **E**  **E**  **E**  **E** | **A/I**  **A/I**  **A/I**  **A/I**  **A/I** |
| Other requirements |  |  |  |

**Additional Information**

* Annual salary: £
* The appointment is for a fixed term

Written by:

Sally Collins

April 2018