



GREATFIELDS SCHOOL

Dream it. Believe it. Achieve it.

Student Welfare Assistant

School: Greatfields School

Salary / grade: £13,253 – pro rata Scale 1

Hours: 7.30am – 2pm (27.5 hours per week; term time only)

Contract type: Permanent

Responsible to: School Business Manager

Duties and responsibilities

- To set up and supervise Breakfast Club in the mornings.
- To assist children in selecting their meal and sitting in an appropriate place in the dining hall, sandwich room.
- To clear tables when meals are finished.
- To ensure high standards of behavior are maintained during Breakfast Club.
- To provide support to the office staff by dealing with any First Aid incidents, helping with photocopying and covering reception when required.
- To ensure the Learning Resource Centre is kept tidy and coordinate bookings.
- To provide support in the inclusion room when necessary by supervising students and maintaining the high expectations of behaviour.
- To supervise break and lunch times.
- To take a positive approach to behaviour at all times by forging strong and respectful relations with students.

Please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out.

Notes

This job description may be amended at any time in consultation with the post holder.



Partnership Learning