

## General School Assistant job description

<b>Post:</b>	General School Assistant with Pupil Welfare and Administrative Responsibilities
<b>Type:</b>	12 months Fixed Term Contract from September 2018
<b>Salary:</b>	£19,311 - £20,001 FTE (£14,409 pro rata)
<b>Hours:</b>	Term time only (195 days) Part time 30 hours per week 11am – 6pm (with 60 minute unpaid break)

### Job Purpose

The job of General School Assistant is comprised of three key elements: securing the safety and welfare of pupils throughout the extended school day; administrative/ receptionist responsibilities and portage duties.

- The role involves the effective supervision of pupils and their families entering/exiting the school site safely, the safe movement of children around the premises and supervising play, lunchtimes and a range of educational activities as required.
- Assisting the Office Manager with administrative and receptionist duties, including escorting visitors so that they enter and exit the school site safely.
- Offering portage duties to enable the safe, efficient and professional running of the school. These duties should provide a helpful and courteous service to the school and encompass three main areas of work, which are:
  - setting up and taking down of equipment and preparing the premises for events;
  - movement of post, parcels, equipment and other school resources including handling deliveries;
  - assisting with security.

### Key Responsibilities

#### **Supervision of Pupils**

- Ensuring that our young children enter/exit the school site safely, meeting and greeting our families on arrival and welcoming them to school.
- Challenging any strangers who may enter the school premises in accordance with school guidelines and report to senior staff or the office.
- Ensuring pupils move safely around the building and premises at all times throughout the day.
- Escorting children to/from enrichment club or off-site at the end of After School Club.
- Support with school trips.
- Assisting with the general welfare of all pupils.
- Organising pupils queuing and their movement around the school at playtime, lunchtime and throughout the day as required ensuring excellent behaviour and a calm atmosphere.
- Maintaining high standards of behaviour, in line with school policy and procedures and following school routines and rituals.
- Assisting and supervising lunchtime and playtimes and other school activities as required, ensuring the children's safety and wellbeing.
- Where appropriate, assisting/supervising pupils with children's general hygiene requirements.
- Assisting with visits from the school nurse, dentist, immunisation team.

#### **Administrative and Reception Responsibilities**

- Be a point of contact for both telephone and face to face enquiries.
- Meet, greet and escort visitors to and from the City of London Primary Academy Islington.

- Ensure telephone calls are managed efficiently and accurate messages passed to the relevant staff members.
- Ensure school security arrangements are always complied with, including the issue of visitors' badges and signing of the visitors book.
- Provide hospitality for visitors to the school.
- Assist with the preparation of meetings/events:
  - Organise rooms/outdoor learning areas/furniture as required.
  - Provide equipment as required.
  - Make arrangements for refreshments and serve as required.
- Support with parental engagement.
- Assist with incoming and outgoing mail and the distribution of post.
- Assist in the preparation and maintenance of the pupil data base.
- Assist with and keep up to date the school attendance records for pupils.
- Assist with late children.
- Assist with producing the newsletter.

### **Porterage Duties**

- Assist with site security.
- Lock and unlock the designated COLPAI part of the site daily ensuring there are no security breaches or risks.
- Deliver and distribute mail and parcels.
- Set up school for the day (including laying out chairs for assemblies/meetings, setting up and putting away EYFS equipment and resources as directed by the EYFS Lead).
- Supervise the safe arrival/departure of pupils, families and visitors.
- Assist with all movements (collection/delivery) throughout the day.
- Clear rooms following events and make secure.
- Provide a physical security presence within the school.
- Challenge strangers and unauthorised personnel on the premises, having due regard for safety of employees and school staff.
- Assist with First Aid where required.
- Support associated ancillary duties and cleaning up any spillages.
- Implementing the school's safeguarding policy, health and safety protocols and fire-drill/ lockdown procedures correctly.

### **General Requirements**

- Contribute as an effective and collaborative member of the school team.
- Participate in training to be able to demonstrate competence.
- Contributing in meetings and being a supportive member of the school team.
- Promote the vision and agreed aims of the school.
- Demonstrate teamwork and professionalism at all times.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head Teacher to carry out appropriate duties within the context of the job, skills and grade.

Name of Post holder .....

Date of issue: .....

Signature of Post holder: .....

Signature of Head Teacher: .....

## Person specification

### General School Assistant

	Essential	Desirable
<b>Education, Training and Qualifications</b>		
Willingness to participate in development and training opportunities	✓	
Experience of working in schools or caring for children of relevant age (EYFS/KS1) or similar environment	✓	
Competent at reading and writing English	✓	
Paediatric First Aid certificate		✓
Food Hygiene Certificate		✓
<b>Skills, knowledge and attitudes</b>		
Able to apply first aid and effectively support pupils who have had a minor accident or who have a medical condition	✓	
Able to apply basic food hygiene principles	✓	
Ability to form and monitor appropriate relationship and personal boundaries with children	✓	
Able to support and develop children's play and to communicate effectively with young children	✓	
Able to follow school systems, protocols and procedures	✓	
Ability to manage behaviour in a calm and positive	✓	
Excellent verbal and communication skills	✓	
Ability to work under pressure in a professional manner	✓	
Ability to manage/prioritise own workload	✓	
A willingness to help and a "can do" attitude. Be flexible and adapt to differing situations effectively	✓	
Smart, well presented	✓	
Ability to meet the physical demands of the role in a safe and effective manner	✓	
Good IT skills	✓	
Able to implement Health and Safety and Safeguarding procedures	✓	
Able to work constructively as part of a team, understanding roles and responsibilities.	✓	
Able to ensure confidentiality at all times	✓	
Be committed to the school's equal opportunities policy	✓	
Time and event management	✓	
Manage calls and take messages	✓	
Handle office equipment	✓	
Ability to follow instructions without supervision	✓	
Motivation, passion, enthusiasm, pride in work	✓	
Commitment to providing a high standard of service	✓	
Positive interest in pupil/school activities	✓	
Excellent attendance and timekeeping	✓	