



JOB DESCRIPTION SCHOOL ASSISTANT

Summer Term 2025

We are a **nurturing, family-run, one-form entry independent Primary school** with small class sizes (maximum 16), allowing us to focus on each child's individual needs. Our pupils are well-behaved, motivated, and eager to learn, while our staff foster a **friendly, supportive, and collaborative** school environment.

This role is ideal for someone **enthusiastic, reliable, and committed**, ready to immerse themselves in our busy school community. As part of the team, the successful candidate will assist with **classroom support, display work, PE lessons, lunch duties, and the daily supervision of park and playtime activities in Hyde Park.**

The role involves supporting learning across the school, requiring **energy, flexibility, and initiative**. The successful applicant should be comfortable working both **independently and under the guidance of class teachers**, contributing to a **warm, safe, and stimulating** learning environment where all children can thrive.

While experience working with children is desirable, we welcome applications from those in the **early stages of their career or taking a gap year before further study**. No formal qualifications are required, but a **genuine interest in working with children** is essential.

This is a **full-time, term-time role (Monday to Friday) for the summer term.**

Role	Primary School Assistant
Position reports into	Phase leaders KS1 & KS2
Applicable Contract Terms and Duties	This job description is to be performed in accordance with the Service Contract.
Terms / Hours of Work (in brief)	Monday to Friday 10am - 4pm Summer Term 2025
Staff Benefits	Lunch and refreshments

	Staff Pension Scheme Staff Accident Scheme
Salary	Depending on experience

Requirements:

Right to work in the UK - Visa applications will not be supported

Enhanced DBS check required

Strong communication skills and a nurturing approach

The school will arrange:

- Safeguarding Training
- Paediatric First Aid Training

Personal Attributes

- Professional, hard-working, reliable and motivated
- Good communication skills
- Committed and enthusiastic about working in the classroom
- Able to work as part of a team
- Able to show initiative in a range of situations
- Able to work with tact and diplomacy
- Good personal organisation and time management
- Plenty of energy for school life

Main Duties

- Establishing positive working relationships with Form teachers, the pupils and any other relevant individuals.
- Promoting positive pupil behaviour in line with School policies and helping to keep pupils on task.
- Promoting the inclusion of all pupils within the classroom.

- Supporting the class teachers and/ or SENCo in promoting access to lessons and their content through appropriate clarification, explanation, resourcing and in working individually/small group with pupils.
- Organising, arranging and utilising resources provided, under the direction of class teachers.
- Assisting with the display and presentation of pupils' work
- Supervising the children and supporting the teachers by undertaking lunch and other duties, and in specialist lessons and offsite activities such as trips, park time, PE, dance, and swimming.
- Attending relevant staff meetings, INSET days and school events, keeping abreast of the school calendar and developments.
- Support the school office with basic administration, including answering the telephone & door.
- Undertake other duties appropriate to the post which may from time to time be assigned by the Senior Leadership Team, School Manager or the Principal.

This Job Description may be altered to meet changing needs and will be reviewed with the post holder. The Job Description is indicative of the nature and level of responsibilities associated with the post and is not intended to be exhaustive.

Safeguarding

Safeguarding Statement:

CHS is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake an enhanced DBS check, provide proof of identity and right to work in the UK, and undergo online screening checks in line with Keeping Children Safe in Education (KCSIE) guidance. The school will also obtain references directly from referees prior to interview. All appointments are subject to satisfactory safeguarding checks and compliance with the school's safeguarding policies and procedures.

A copy of the school's recruitment policy and safeguarding and acceptable use policies are available to download from the school's website.

<https://www.connaughouseschool.co.uk/school-policies>