



OCTAVIA HOUSE

Sector-Leading Therapeutic Schools

JOB DESCRIPTION

GENERAL ASSISTANT

PERFORMANCE MANAGED BY	Assistant principal
SALARY	£15,000–£20,000 plus circa.14 weeks' paid holiday and other OHS benefits

This job description may be amended at any time following discussion between the line manager and member of staff, and will be reviewed annually as part of the performance management process. It is not exhaustive and the post holder may be required to undertake other duties as reasonably required by their line manager or any member of the leadership team. All posts are subject to Enhanced DBS checks in addition to a range of other vetting checks.

SUMMARY

This general assistant role involves serving lunches, supervising pupils and supporting the safe and smooth operation of our London schools. You will be efficient, reliable and demonstrate professionalism, calmness and a commitment to 'what we do' with pupils with ACEs/SEMH needs at all times. You will have a record of excellent attendance and punctuality.

CORE RESPONSIBILITIES (NOT EXHAUSTIVE)

- To liaise closely with assistant principals and site administrators, providing robust, practical and flexible daily support
- To receive delivery of lunches and coordinate its serving to pupils and staff in an efficient, timely way
- To supervise pupils at key times, such as break, between lessons and on corridors
- To supervise pupils between sites, for example when pupils need accompanying safely to specialist lessons between Walworth and Kennington
- To support keeping the site clean, safe and presentable throughout the school day
- To support with safety and security during the school day, supporting 'wandering' of pupils and off-site activities
- To fulfil the responsibility of a first aider
- To support with start and end of day transitions, including transport, breakfast and soft starts, ensuring safe and smooth transitions for pupils
- To contribute to extra-curricular clubs
- To play a key role in ensuring displays and the site are attractive and uncluttered
- To follow our safeguarding policy at all times; to immediately raise any concerns as per our procedure.



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PERSON SPECIFICATION

GENERAL ASSISTANT

SKILLS & TRAITS (ESSENTIAL)

- Efficient, proactive and able to work fast and apply common sense in a challenging environment
- Clear, unwavering commitment to our policies, procedures and culture
- Excellent communication skills
- Strong ability to work constructively and collaboratively at all times as part of a team
- Strong ability to work successfully with pupils with extremely challenging behaviour
- Sound skills in English and mathematics
- Attention to detail, including in terms of presentation, punctuality and supporting the maintenance of an attractive environment for learning
- A passion for, and commitment to, providing outstanding support for our unique pupils
- Total professionalism and an ability to lead, role-model, problem-solve and support the facilitation of a productive and united team working environment.

KNOWLEDGE & UNDERSTANDING (ESSENTIAL)

- Understanding of mental health in children, psychological damage, trauma and the impact of abuse and mental health difficulties on child development, attachment and behaviour.