

St Alban's Catholic High School



“Learning, Respecting, Caring”

Vacancy: Midday Assistant

Job Description

St Alban's Catholic High School strives to provide an excellent education for our students within a caring Christian community where all are respected, valued and supported to achieve their potential. We aim to inspire everyone with the strength and purpose to begin the journey of learning for life and to prepare our students to lead by their example in the modern world.

All staff have a responsibility and have a duty to ensure that their work and interaction with all individuals fully reflects the school's distinctive ethos and mission statement as a Catholic School.

Salary: Grade 2 Point 3 Salary £24,404 Pro rata (£2,724 actual)
Hours: Up to 5 HPW / 38 Weeks per year / Monday – Friday (TBC)
Responsible to: Deputy Head teacher

Job Role

- The supervision of the students in the dining hall, playground areas and playing field.
- Accompanying students to the medical area for First Aid if required
- To ensure maintenance of good order discipline. Promote positive student behaviour in line with school policies.
- Supporting the team to clean up spillages and litter.

The school will endeavour to make any necessary adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

Signed	Signed
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and Experience		
First Aid Trained		✓
Supervising children as a parent or carer	✓	
Experience of working with students across the secondary age range and with learning difficulties or disabilities		✓
Personal Qualities		
Good organisational skills	✓	
Good communication skills	✓	
Good listening skills	✓	
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
Skills and Abilities		
Ability to deal with challenging behaviour	✓	
Understand and comply with procedures and legislation relating to confidentiality	✓	
Ability to exchange routine verbal information clearly and sensitively with students and adults	✓	
Good understanding of the way in which children develop in relation to the role	✓	
Understand the importance of physical and emotional wellbeing	✓	
Ability to support student who maybe unwell	✓	
Ability to follow written and oral instructions and to carry out instructions.	✓	
Ability to motivate/encourage/empower students and adults.	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Empathetic, assertive and a good role model	✓	
Able to work effectively in teams as member or leader	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Ability to know when and how to seek support.	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	