**JOB DESCRIPTION**

**Job Title:** Auxiliary Assistant

**Grade:** Point 003 - 004

**Responsible to** Head Teacher

**Hours:** 10 hours 11.30 – 1.30 pm, Monday – Friday term time

**MAIN PURPOSE OF THE JOB:**

To care for children during their lunch time break. They will work with a team of Auxiliary Assistants in the changing area, dining area and playground.

**Duties and Responsibilities:**

* To assist teaching staff in domestic care and general welfare of pupils in terms of feeding, lunch-time supervision, toileting and changing where appropriate, using specialist equipment for lifting where necessary and in accordance with general guidelines provided.
* To provide a caring supportive environment giving due regard to health and safety, physical and/or other difficulties.
* To assist pupils in all aspects of feeding, personal care and hygiene and toileting, in accordance with the school’s policies and practices.
* Work as part of a team, appreciating and supporting the role of other people in the team.
* Attend and participate in meetings as required.
* Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.

**PERSON SPECIFICATION**

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** | **HOW IDENTIFIED** |
| **Education and Qualifications** |  | Basic numeracy and literacy skills  Experience working with or caring within a specified age range | Application form  Reference  Certificate  Interview |
| **Experience** |  | Awareness and basic understanding of school curriculum within a specified age range  Basic knowledge of first aid | Application form  Reference  Interview |
| **Skills and Abilities** |  | Ability to work in a team  Ability to build and maintain successful relationships with pupils | Application form  Reference  Interview |
| **Other Requirements** |  | Basic awareness of inclusion within a school setting | Application form  Reference  Interview |

**Physical Demands**

This job requires the jobholder to stand or walk for a very large proportion of the total working time. Lifting/carrying is also a feature requiring a considerable level of effort for a small proportion of the total working time.

**Working Conditions**

The jobholder regularly works outdoors and will sometimes be exposed to the weather when doing so. However, the proportion of the overall working time during which this exposure occurs is relatively small.