



JOB PROFILE

Post Title:	Auxiliary Worker
Portfolio:	Education, Skills and Employment
Responsible to:	Headteacher
Responsible for:	None
Grade:	A

Job Purpose

To improve the lives of all within our community and help the island thrive by being responsible for the supervision of pupils before during (relevant breaks) and for accompanying and supervising nursery pupils whilst being transported home.

Main Duties and Responsibilities

1. Supervise pupils as follows:
 - a. before school and after school from the hours of 8.00 to 9.00am and 3.00 to 3.45pm including conducting the duties of a Lollipop person before and after school outside of the main school gate
 - b. travelling home on the bus at mid-day
 - c. during break and lunch periods.
2. Deputise in the absence of the School Secretary including reception duties as required at the discretion of the Head Teacher.
3. Photocopy and collate documents.
4. Assist the School Secretary with duties such as inventory and Library duties.
5. Assist staff within the school with tasks such as taking down displays, cleaning and preparing pupils painting equipment, sharpening pencils, cutting paper, preparing wallboards for display work, tidying shelves and cupboards and any other similar auxiliary duties that the Head Teacher of the school may require from time to time.
6. Accompany teachers on organised out of school activities.
7. Support the school in promoting the discipline and welfare of all pupils which includes attending to physical needs.
8. Be committed to undertaking further professional development through actively participating in all CPD opportunities.
9. Support the school in implementing all school policies, practices and procedures and work within their requirements.
10. Maintain a professional manner both within the school and the wider community.



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11. Ensure service users timely responses to their telephone and email enquiries and processing all associated paperwork in a timely manner.
13. Take responsibility for own development and helps others acquire skills and experience.

Special Conditions

- Occasional out-of-hours working in order to support service delivery may be required.

This job profile is not an exhaustive list of duties and responsibilities. There may be other ad hoc duties that fall within the remit of the role that the job holder may need to complete. In addition, the job holder will be required to carry out any other reasonable duties as requested which are commensurate with the grading and level of responsibility for the role.

Core Competency Framework

Competency	Level
Professional Development: N/A	(i)
Planning & Delivery of Work: <i>Work is delivered on time, efficiently and to the required quality standards with clarification sought when necessary and relevant parties kept up to date on progress.</i>	(ii)
Analysis and use of Information: <i>Capable of resolving day-to-day problems with own work or refer to manager when necessary. Attentive to detail and capable of interpreting basic written information</i>	(i)
Decision Making: <i>Ability to act on own initiative and apply sound logic to simple decision making and problem solving.</i>	(i)
Working with Others: <i>Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.</i>	(ii)
Communication: <i>Good oral and written communication and ability to record factual information accurately</i>	(ii)
Influencing and Persuading: N/A	(i)
Dealing with Change: <i>Flexible, adaptable and receptive to any change initiatives. Will support colleagues in understanding and embracing change by focusing on benefits to self and others.</i>	(ii)
Continuous Improvement: <i>Willing to learn and develop in job role</i>	(i)
Managing Resources: N/A	(i)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 1 in English	E	✓	
Functional Skills Level 1 Maths	D	✓	
Knowledge & Experience:			
Relevant experience in a teaching environment.	E	✓	
Relevant experience in undertaking basic administrative duties	E	✓	
Skills and Abilities:			
Effective oral and written communication skills with a good command of the English Language	E	✓	✓
Good interpersonal skills	E		✓
Good listening skills and a polite manner	E		✓
Ability to show patience and understanding	E		✓
Good organisational skills	E		✓
Able to work calmly under pressure	E		✓
Basic IT Skills	E	✓	✓
Good customer care skills	E		✓
Other:			
Willingness to work flexibly – some evening work may be required.	E		✓
Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults	E		✓
Contribute to a positive working environment ensuring commitment to equality and diversity	E		✓
Maintain confidentiality and data protection	E		✓

Our Values

FAIRNESS

We act as role models and have fair and consistent standards. We champion equality, inclusion and respect.

INTEGRITY

We communicate openly and we are honest, accountable and ethical.



PERSON SPECIFICATION

TEAMWORK

We work together and we support each other.