



PERSON SPECIFICATION

Post Title	Auxiliary Worker
Directorate	Education and Employment
Responsible to	Head Teacher
Responsible for	None
Grade	A

Job Purpose

Responsible for the supervision of pupils before and after school, during mid-morning and lunch periods and to accompany and supervise nursery pupils being transported home at mid-day.

Key Tasks

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



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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

Key Responsibilities

1. Support the school in implementing all school policies, practices and procedures and work within their requirements
2. Maintain a professional manner both within the school and the wider community.

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 Competencies *(This should define in one or two sentences the required competency level for the job role)*

- Planning & Delivery of Work

*Manages own work activities to deliver on time and produces good quality of work
Meets the agreed performance standard.*

- Analysis and use of Information

*Resolves day-to-day problems with own work and refers problems to line manager when unable to resolve.
Interprets basic written information and is attentive to detail.*

- Decision Making

Ability to act on own initiative and apply sound logic to simple decision making and problem solving.

- Working with Others

Builds good working relationships and engages effectively with others to develop appropriate solutions/improvements.

- Communication



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Good oral and written communication and the ability to follow instructions and to record factual information accurately

- Influencing and Persuading

N/A

- Dealing with Change

Flexible, adaptable and receptive to any change initiatives.

- Continuous Improvement

Willing to learn and develop in job role

- Managing Resources

N/A

Special Conditions

- Dealing with pupils with challenging behaviour
- Dealing with difficult members of the public



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Qualifications, skills, abilities, experience and competencies required for the role

	Essential/ Desirable	Application	Interview	Assessed
Qualifications				
Functional Skills Level 1 in English	E	✓		
Functional Skills Level 1 Maths	D	✓		
Skills & 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		✓	
Experience				
Relevant experience in a teaching environment.	D	✓	✓	
Relevant experience in undertaking basic administrative duties	E	✓	✓	



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Core Competencies				
Professional Development (i)	E			
Planning and Delivery of Work (ii)	E			
Analysis and use of Information (ii)	E			
Decision Making (i)	E			
Working with Others (ii)	E			
Communication (ii)	E			
Influencing and Persuading (i)	E			
Dealing with Change (ii)	E			
Continuous Improvement (i)	E			
Managing Resources (i)	E			
(As per job profile)				
Job Competencies				
Maintain confidentiality and data protection	E		✓	
Committed to undertaking further professional development through actively participating in all CPD opportunities	E		✓	



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Personal attributes				
Reliable and trustworthy	E		✓	
Effective team player	E		✓	
A sense of responsibility	E		✓	✓
Ability to work independently	E		✓	
Enjoys working with children and young people	E		✓	
A sense of humour	E		✓	
Energetic, enthusiastic and flexible	E		✓	