



JOB PROFILE

Post Title:	Auxiliary Worker (Primary)
Portfolio:	Education, Skills and Employment
Responsible to:	Headteacher
Responsible for:	N/A
Grade:	Band A

Job Purpose

To improve the lives of all within our community and help the island thrive by supporting the school in undertaking duties as required to support Headteacher, staff, pupils and the operations of the school.

Main Duties and Responsibilities

1. Supervise pupils as follows:
 - a. Before and after school from 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 as required
 - b. On the Nursery run travelling home on the bus at mid-day
 - c. During break and lunch periods
 - d. As required on school outings, during school events and activities
2. Deputise in the absence of the School Support Officer including undertaking reception duties as required and accessing SIMS under the direction of the Head Teacher
3. Provide support to school staff by undertaking duties which include:
 - a. Supporting the School Support Officer in collating and distributing newsletters etc to parents, pupils and staff
 - b. Carry out photocopying, binding, laminating and other related services as required
 - c. Assist staff 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
 - d. Assisting the School Support Officer with duties as required which include but are not limited to inventory and Library duties
4. Accompany teachers on organised out of school activities and engage in other education related activities as required such as Public Library activities in the school holidays.
5. Support the school in promoting the discipline and welfare of all pupils which includes attending to physical needs
6. Assist with the planning, preparation and organisation of school events under the direction of the Headteacher



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7. Assist with extra-curricular activities as required
8. Assist the School Support Officer with receiving and issuing stores
9. Maintain a professional manner both within the school and the wider community. This includes compliance with SHG, Portfolio and School policies.

Special Conditions

- Dealing with sick children including cleaning and attending to personal needs
- Light lifting of supplies and materials from time to time
- Flexible working hours may be applied to this post depending on the needs of the school
- Dealing with pupils/students with challenging behaviour
- Managing irate parents/guardians/members of the public

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	
Planning & Delivery of Work: Manages own work to deliver on time and produces good quality work. Meets the agreed performance standard.	(i)
Analysis and use of Information: Resolves day-to-day problems with own work. Clearly identifies day-to-day problems to line manager when unable to resolve. Attentive to detail. Interprets basic written information.	(i)
Decision Making: Solves own day-to-day problems which have little or no impact on others. Willing to take decisions within own role. Shares appropriate and timely information with others. Applies sound logic to simple decision making and problem solving.	(i)
Working with Others: Understands the impact of own behaviour on work relationships Treats all people with respect. Responds and listens to others.	(i)



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Communication: Actively listens to people. Communicates clearly and effectively either orally or by some other method. Is able to understand instructions	(i)
Influencing and Persuading: Is receptive to constructive feedback. Expresses a difference of opinion in an appropriately controlled and constructive manner. Supports team members working on the same or related work activities. Seeks clarification to ensure requests are understood.	(ii)
Dealing with Change: Readily incorporates changes into the day-to-day work. Willing to learn new things and do things differently	(i)
Continuous Improvement: Open to learning new things Able to identify own mistakes and take constructive action to prevent reoccurrence.	(i)
Managing Resources: Promotes and enforces appropriate business rules. Deals with varied situations with limited guidance.	(ii)



PERSON SPECIFICATION

Criteria	Essential / Desirable	Application Form	Selection Process
Qualifications:			
Functional Skills Level 1 in English and Maths	E	√	
Knowledge & Experience:			
Experience of undertaking basic administrative duties	D	√	
Experience in working with children	D	√	
Experience of working in a school environment	D	√	
Skills and Abilities:			
Good 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		√
A team player	E		√
Basic IT skills and proficient in the use of Microsoft Applications	E		√
The ability to be honest, trustworthy and reliable	E		√
Good customer care skills			
Other:			
Maintain confidentiality and data protection	E		√
Able to be flexible and adaptable when undertaking duties outside of the post holder's normal role	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		√

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.

TEAMWORK

We work together and we support each other.