

Post Title: School Support Assistant
Pay Range: NJC Grade 2, 2-4 (*job evaluation pending*)
FTE £24,413-25,185, **Pro-rata** - £11,301-£11,658
Line Manager: School Business Manager



Main purpose of the job

To provide flexible support across the school day, helping to ensure a safe, positive and well-organised environment for students and staff. The role includes supervising students during break and lunchtime, supporting the smooth running of the school environment, and assisting with administrative, welfare and operational tasks as required.

Key Responsibilities

Student Supervision

- Supervise students during morning break and lunchtime.
- Promote positive behaviour in line with the school's behaviour policy.
- Encourage safe, respectful and inclusive conduct around the school site.
- Build positive relationships with students and act as a visible adult presence around the school.
- Report any safeguarding, behaviour or welfare concerns promptly and appropriately.

School Environment Support

- Assist in maintaining a clean, tidy and litter-free school environment.
- Monitor communal areas and support the presentation of the school site throughout the day.
- Report maintenance, health and safety or site concerns to the appropriate staff member.
- Support the smooth operation of dining and social areas during busy periods.

Administrative and Operational Support

- Provide general administrative support as required.
- Assist with photocopying, printing and reprographics tasks.
- Deliver resources, equipment or messages around the school site.
- Support departments and office staff with operational tasks during quieter periods.
- Assist with preparation of materials and resources for staff and students.

Student Welfare and First Aid

- Provide basic first aid support to students where required (training can be provided).
- Support student wellbeing and respond calmly to minor incidents.
- Always maintain confidentiality and professionalism.

General Responsibilities

- Uphold the values and ethos of the school.
- Follow all school policies and procedures, including safeguarding, behaviour, health and safety and data protection.
- Participate in relevant training and professional development.
- Carry out other reasonable duties commensurate with the grade and nature of the role.

School Ethos and Employee Expectations

- To work under the direct instruction of senior staff to support access to learning for pupils and provide general support to the school and teachers in the day-to-day management of pupils and the classroom.
 - Support the aims and ethos of the school as defined in the staff handbook and school prospectus
 - Set a good example in terms of conduct, professional appearance, punctuality and attendance
 - Uphold the school's behaviour policy, uniform regulations, classroom codes and code of conduct in a consistent, firm and non-confrontational manner
 - Maintain a purposeful and calm atmosphere.
 - Take responsibility for personal development making full use of the school's professional development opportunities and training
 - Treat pupils with dignity, building relationships rooted in mutual respect, and always observing proper boundaries appropriate to your professional position as an adult working in a school.
 - Work proactively and effectively in collaboration and partnership with teachers, learners, parents/carers, governors, other staff and external agencies in the best interests of pupils
 - Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
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This job description is not necessarily an exhaustive list of duties but is intended to reflect the range of duties the postholder will perform. The job description will be reviewed regularly and may be changed in the light of experience and in consultation with the post holder.

This post is subject to an enhanced DBS criminal record check and an online search.

School Support Assistant Person Specification

Essential Experience

- Good communication and interpersonal skills.
- Ability to work calmly and effectively in a busy environment.
- Positive and approachable manner with young people.
- Flexible, reliable and well organised.
- Ability to work independently and as part of a team.
- Commitment to safeguarding and promoting the welfare of children.

Desirable Experience

- Experience working in a school or educational setting.
- Administrative or customer service experience.
- First aid qualification or willingness to undertake training.
- Experience working with young people.

Personal Qualities

- Enthusiastic and proactive approach to work.
- Professional and reliable.
- Flexible and adaptable in response to changing priorities.
- High standards of integrity, confidentiality and professionalism.
- Commitment to equality, diversity and inclusion.
- Commitment to the school's values, ethos and safeguarding responsibilities.



Chilwell School