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## JUNIOR SCHOOL SUPPORT ASSISTANT JOB DESCRIPTION

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The Junior School Support Assistant will assist teaching staff with monitoring pupils during lunchtime (12.30-1.30pm) and after school care (3.00-6.00pm), ensuring the wellbeing and safety of pupils, and manage the Junior School office (1.30-3pm), in line with the School's policies and procedures.

### ACCOUNTABLE

The Junior School Support Assistant will report to the Head of the Junior School and, through them, they are ultimately responsible to the Head.

### KEY AREAS OF RESPONSIBILITY

- Offering care and support throughout lunchtime/After School Care - both in the Barn and playground.
- Being responsible for the wellbeing and social interaction of pupils during lunchtime and in After School Care.
- Assisting in the domestic care and welfare of pupils at mealtimes and in After School Care.
- Promoting high standards of behaviour.
- Assisting in the supervision of other activities during lunchtime and in After School Care, including the setting out and storing of relevant equipment.
- Ensuring that the outside and inside areas are left tidy.
- Reporting any incidents and accidents that occur during lunchtime and /or in After School Care to teaching staff, in line with School's policies and procedures.
- Being watchful of any potentially hazardous situation e.g. slippery floors, etc. and reporting concerns to the relevant staff member.
- Attending meetings, liaising and communicating with colleagues in school.
- Offering general administrative support to school staff in the Junior School office in the afternoons.
- Operate office equipment, including, copiers, scanners, printers.
- Answer incoming calls, provide information, direct calls where necessary and take messages.
- Greet visitors, handle inquiries and direct visitors to the appropriate destination.
- Report any safeguarding concerns to the School's Designated Safeguarding Leads (DSL), Deputy Designated Safeguarding Leads (DDSL) or the Head of the Junior School, at the earliest opportunity.

### GENERAL STAFF RESPONSIBILITIES

All School staff are expected to:

- Work towards and support the School's vision and the School's objectives outlined in the SDP.
- Support and contribute to the School's responsibility for safeguarding pupils.
- Work within the School's Health and Safety Policy to ensure a safe working environment for staff, pupils and visitors.
- Support and contribute to the School's drive towards sustainability and environmental education.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.
- Adhere to all School policies and the Staff Code of Conduct Policy.
- Share pastoral concerns on a need to know basis with other members of staff.
- Support members of staff in maintaining firm but fair discipline.
- To lead by example, e.g. actively promoting mindfulness/positive mental health around School.

- Undertake other reasonable duties related to the job purpose required from time to time.
- A willingness to deliver First Aid to pupils, if and when necessary.

## **NOTES**

All job descriptions for members of staff are viewed in relation to the delivery of the School's Strategic Development Plan.

Other tasks may be considered necessary by the Head in view of the changing needs/policies of the school. Some tasks may be modified, delegated or deleted by agreement in the future.