ORKNEY ISLANDS COUNCIL

Auxiliary

Orkney Schools – Location as per advert

At a glance:

Grade: C
Salary: As per advert
Allowances:

- Distant Islands Allowance

Job Purpose:

Your work will include support and supervision of children and young people and general administrative duties.

For application support contact **hrsupport@orkney.gov.uk** or call **01856 873535 ext.2250**

Benefits and Support

34 days annual leave, increasing to 39 days over 5 years, inclusive of Public Holidays (pro-rata)	Supported to work and earn whilst achieving qualification
Local Government Pension Scheme	Maternity, Paternity and Sick Pay
Comprehensive induction process	Employee Assistance Programme

Main Duties and Responsibilities

Support and supervise children and young people, e.g. during break and lunchtimes, school excursions, beginning/end of school day and while accessing school transport.
Support the delivery of learning as directed by the teacher, e.g. playing games, listening to reading.
Provide care and support to children and young people as required, e.g. supervise sick children and young people until collected by parent/carer, administer medication following OIC policy, delivering personal care.
Provide general administrative support, when required, for day-to-day school operations and events, e.g. photocopying, scanning and shredding documents, recording and reporting information, assisting with processing mail, cash handling, answering the telephone and other duties, where appropriate.
Support teaching staff through the design and preparation of materials and displays.
Organise, clean and maintain school resources, e.g. stationery, library, curriculum resources, costumes and clothing.

Responsibilities for All

Embody the Council Values of Accountable, Reliable, Considerate and Collaborative.	Participate in team meetings, 1 to 1s, supervision and good conversations process
Handle all information in confidence and in line with Data Protection requirements	Comply with the Council Employee Code of Conduct
Work safely to prevent risk to yourself and others	Comply with relevant professional body codes of practice/conduct
Ensure Equality, Diversity and Inclusion	Any other duties appropriate to your grade
Undertake mandatory and relevant training and development	Where required Support the Council’s emergency response

Skills and Requirements

Must have

Experience of providing care and support to children and young people.
A good general standard of literacy, numeracy and IT skills, including experience using Microsoft Office.
Current First Aid qualification, or ability and commitment to gain a recognised first aid qualification within 12 months of appointment.

Requirements of the Role

Disclosure/PVG:	PVG Children	Convictions to Declare:	All
Politically Restricted Post:	No	Sponsorship:	No
Work Additional Hours:	No	Term Time Post:	Yes