The Highland Council
Education & Learning Service

Job Description
General Auxiliary (Care and Welfare)

Service: Education and Learning

Job Title: General Auxiliary (Care and Welfare)

Grade and Salary: HC0335
(Salary placing will normally be on the first point of the scale.)

Location:

Responsible to: The Head teacher

Job Purpose: To provide clerical and reprographic support for all school staff and to deal with reception duties etc when Head Teacher is not at the base school.

Key Duties and Responsibilities:

<u>General Clerical Duties:</u>

- Telephone and reception duties
- Dealing with deliveries to school
- Photocopying/laminating and preparation of booklets and resources for classroom use
- Administration of school lunches
- Dealing with enquiries from parents or visitors to school

<u>Care and Welfare:</u>

- supervision of pupils in playground and at lunchtimes
- administration of general first aid
- dealing with sick or injured pupils e.g. arranging for them to go home
- deal with immediate Health & Safety of pupils when Head Teacher not there
- Supporting pupils in class

<u>General Duties:</u>

- General support to staff and pupils as and when required
- Support for all within the school through dealing with enquiries from parents and visitors to the school, and for pupils and staff requiring assistance or advice

Other Duties: You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Special Conditions: Payment is made on the basis of 38 weeks per year plus allowance for holidays

Date:

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Person Specification
General Auxiliary (Care and Welfare)

Service: Education and Learning

Job Title: General Auxiliary (Care and Welfare)

Location:

Closing Date:

Essential Attributes

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following.

Knowledge and Experience

1. The knowledge and experience typically required to do the job is practical, which can be learned on the job, and minimal experience of approximately 6 months for full competence and familiarity with all aspects of the job.

2. **EDUCATION AND QUALIFICATIONS -** Good general level of education

3. **SKILLS/ATTRIBUTES GENERAL –**
Able to work on own initiative.
Reliable.
Adaptable.
Able to work to deadlines.

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**
Able to respect confidentiality
Able to use modern reprographics machinery and to deal with minor faults.

5. **INTERPERSONAL AND SOCIAL SKILLS –**
Outgoing personality
Ability to relate easily to adults and children.