

Role Profile

Date	1 June 2007
Family	Learning & Personal Development
Role Profile Level	1A

PURPOSE

To ensure the safety, wellbeing and good conduct of children in a school environment.

ROLE ACCOUNTABILITY	END RESULT
Work – Preparation	
Carry out tasks in preparation for routine day to day events	Appropriate equipment and materials in place
Delivery	
Supervise the activity of children in a school (non-classroom) environment	Activities are conducted in a safe and well-regulated manner.
Practical Assistance	
Provide practical assistance to school children. Refer significant incidents / concerns to school management	Health and Safety and school Code of Conduct requirements met.
Reception and cash handling	
Cash handling of small amounts	Security of small cash amounts

WORKING CONTEXT
Nature of contacts and relationship (who and the nature of the communications)
Day to day contact with pupils, teachers, parents and other adults. Exchange routine information regarding conduct of children with relevant staff.
Working Environment Context (physical, disagreeable, health and safety aspects)
Predominantly in or around School premises. May involve working outside and in inclement weather.
Creativity; discretion; impact: concentration
Providing services within well established instructions and standards.
Key facts and figure ranges (include likely size of any team managed)
Post holders may be responsible for setting up the work area including use of any equipment. May also collect and handle small amounts of cash
Knowledge and qualifications (Education, vocational training and relevant work experience/knowledge and skills typically required. Where formal/vocational qualifications are specified, an equivalent level of general education and/or experience may be appropriate for some jobs.)
Minimal requirement for reading and writing Basic knowledge of working practices and school rules
Equipment operated and essential skills
Operation of relevant equipment