The Highland Council
Education & Learning Service

Job Description
General Auxiliary (Curriculum)

Service: Care and Learning

Job Title: General Auxiliary (Curriculum)

Grade and Salary: HC0435 - Salary placing will normally be on the first point of the scale.

Location:

Responsible to: Head Teacher

Job Purpose:

- Providing general support in the Home Economics Department
- Providing direct support to staff within the Home Economics Department and technical/practical support in the classroom under supervision of teaching staff

Key Duties and Responsibilities:

Practical tasks:

- Technical assistance before, during and after classes including setting-up and providing assistance to teaching staff in preparation for classes, as required
- Purchasing of food and record-keeping in relation to food budget
- Maintaining central food stock in the department
- Problem-solving when required including assisting pupils under supervision of teaching staff, as required

Administrative tasks:

- Collation of all department food orders
- Food ordering and liaison with suppliers
- Preparing course booklets and other pupil materials
- Organising resources within the department

Health & Safety:

- Maintaining a high level of hygiene and food safety throughout the department
- Organising of all departmental laundry
- Carrying out regular safety checks of equipment

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 41 weeks per year plus allowance for holidays.

Date:

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Person Specification
General Auxiliary (Curriculum)

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Location:

Closing Date:

Essential Attributes

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.

1. **EXPERIENCE –** Previous experience of working in a relevant environment

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

3. **SKILLS/ATTRIBUTES GENERAL –**
   Able to work on own initiative.
   Able to work to deadlines.
   Able to solve problems

4. **SKILLS/ABILITIES SPECIFIC TO THE POST –**
   Providing direct support to the Home Ec staff and technical/practical support in the classroom to students under the supervision of the teaching staff.

5. **INTERPERSONAL AND SOCIAL SKILLS –**

   Ability to relate easily to adults and children.