East Lothian Council

JOB OUTLINE	
JOB TITLE: School Auxiliary	**JET CODE: 4085**
DIVISION: Education	
SERVICE/BUSINESS UNIT: School as advertised	
REPORTING TO: Head Teacher	
RESPONSIBLE FOR: None	

JOB PURPOSE:

To provide general assistance to staff and pupils throughout the school.

MAIN DUTIES:

As nominated first aider undertake first aid duties including dealing with minor ailments, contacting parents/local surgery if more serious and reporting to teaching staff.

Escort pupils when required, e.g. Swimming, educational visits, doctors where medical assistance required and parent cannot be contacted.

Undertake general office/clerical duties including filing, word processing, dealing with visitors.

Answer the telephone, record messages and inform appropriate staff.

Photocopy / laminate documents for staff including letters to parents, pupil reports, learning materials and newsletters and distribute as required.

Maintain Library, cataloguing, repairing, displaying and controlling issue of books.

Issue stationery and learning materials.

Share responsibility for class IT materials and laptops.

Handle and bank cash received and ensure financial records are updated accordingly.

Assist with school activities including school concerts, sports day, fund-raising events.

Supervise in the playground and dining room, when required.

Supervise in classrooms during wet breaks, when required.

Any other appropriate duties, as requested by Management, commensurate with the grade for the post.

ESSENTIAL REQUIREMENTS FOR THIS ROLE

Qualifications/Experience:

Good standard of general education.

First Aid Qualification or willing to work towards.

Disclosure Scotland:

This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.

Scottish Social Services Council:

- ***Only if working in a Nursery* SSSC registration** is an **essential** requirement of this role. If you are appointed and are not already a member of the relevant section of the SSSC Register, you will be required to apply for registration **within 3 months** of your start date to ensure that you are **registered within the required 6 months**.

PERSON SPECIFICATION		
Attributes	**Essential**	**Desirable**
Education, Registration & Training	Good standard of general education. First Aid Qualification or willing to work towards. This role requires **PVG clearance** for regulated work with children. ELC will submit a PVG application on behalf of the preferred candidate and receipt of the subsequent PVG certificate will be **required prior to commencement**.	
Previous Experience (Paid & Voluntary Work)	Working in an office environment. Working with children.	Handling / banking cash.
Knowledge/ Skills /Competencies	Ability to respond to the needs of staff and children in a range of situations. Numeracy and literacy skills. Effective verbal and written communication skills. Effective organisational and time management skills.	
Personal Qualities	Ability to work on own initiative and as part of a team. Ability to maintain confidentiality relating sensitive or personal matters. Ability to work without close supervision. Ability to work flexibly as part of a team.	
Council Behaviours	We are Person Centred We Initiate and Embrace Change We Strive to be the Best we can be We make things Happen We work Together	