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**Sacred Heart Catholic Primary School**

**Job Description for Aid Support**

**Grade: Grade 3, points 4 -7 (£21,189 - £22,369 per annum)   
Hours: 12 hours per week, Monday – Thursday, 2pm – 4.30pm and Friday, 2pm – 4.00pm**

**Term Time: 39 weeks per year**

**Contract Type: Fixed-Term Contract until 31st August 2024**

This appointment has been approved by The Board of Directors. The post-holder will, by personal example, promote the Catholic ethos and mission of the Academy, ensuring that it permeates all aspects of the life of the school.

This job description may be amended at any time, following consultation between the Principal and the post-holder. It will be reviewed annually.

**Core Purpose**

To undertake administrative tasks, ensure the Classroom Teacher has adequate support to work efficiently.

**Duties and Responsibilities**

1. Provide administrative support to the Class Teacher.
2. Manage confidential phone calls and correspondence (e-mail, letters etc).
3. Ensure confidentiality and security of information and adhere to GDPR.
4. Prepare, display and mount work, set out equipment/materials and record television and radio programmes for educational use under the direction of Class Teachers.
5. Assist Class Teacher with marking of textbooks.
6. In collaboration with Class Teachers ensure classrooms and other teaching areas are kept in a tidy state and that equipment and materials are stored correctly.
7. Assist with tasks in respect of classroom activities as required including maintaining library books records; collection and recording of monies e.g. school outings, book club; maintaining classroom supplies and general classroom duties such as photocopying, filing etc.
8. To attend planned meetings when required.
9. Maintain the confidential diary of the Class Teacher where required, arranging appointments as necessary etc.
10. Undertake word processing, typing, duplication and collating of documents, memos, letters and communication of information.
11. Ensure the efficient operation of pupil team account.
12. Assist the Class Teacher with the use of functions and systems.
13. And such duties as are within the scope, grade and the spirit of the job purpose and the title of the post.

**Responsible to: Principal**

**Responsible for: N/A**

**Agreed by……………………………………………. Date ………………………………**

**Principal.................................................. Date .................................**

Review date: This job description will be reviewed in September 2024 but may be reviewed before this date should the duties change.

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**Sacred Heart Catholic Primary School**

**Person Specification for**

**Aid Support**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Essential** | **Desirable** | **Evidence** |
| **Qualifications/Education:** |  |  |  |
| 4 GCSE'S or equivalent Grade A-C or equivalent to include English & Maths | ✓ |  | A |
| Relevant qualifications in Word Processing/Typing |  | ✓ | A |
| **Knowledge, Skills & Experience:** |  |  |  |
| Office clerical background covering activities such as Word Processing packages (Word, Excel, Publisher), filing, maintenance of records, using telephones and dealing with people |  | ✓ | AI |
| Office procedures, practices and equipment | ✓ |  | I |
| Computer applications used in schools |  | ✓ | AI |
| Ability to demonstrate resilience while under pressure | ✓ |  | AIT |
| Experience in busy office | ✓ |  | IT |
| Experience of dealing with children of Primary school age |  | ✓ | AI |
| Recognise the importance of security and confidentiality in a school setting | ✓ |  |  |
| **Personal Qualities:** |  |  |  |
| Ability to prioritise and organise workload in order to meet deadlines, cope with interruptions and remain calm under pressure | ✓ |  | AI |
| Strong communication skills to effectively help with staff, parents, children and others by telephone and in person. Deal with all matters in a courteous manner | ✓ |  | AI |
| Liaise and communicate effectively with staff, parents, children and others by telephone and in person. Deal with all matters in a courteous manner and resolve queries and filter calls where appropriate | ✓ |  | AI |
| Communicate effectively at all levels in a professional and polite way | ✓ |  | AI |
| Commitment to safeguarding and protecting the welfare of children and young people. | ✓ |  | AI |

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Disclosure and Barring Service (DBS) will be required prior to appointment. This Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All duties and responsibilities must be carried out with due regard to the Romero Catholic Academy’s Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the Romero Catholic Academy’s Equal Opportunities Policy.

Duties which include processing of any personal data, must be undertaken within the corporate Data Protection Guidelines (Data Protection Act 2018).