



Responsible to – Assistant Headteacher (Teaching and Learning)

Overall Responsibility:

- To provide practical and administrative support for school trips, careers and subject areas. The role involves a significant number of practical tasks around the School site e.g., preparing displays, classroom resource production
- Contribute to the safeguarding and promotion of the welfare and personal care of children and young people

Main Duties

- To assist with the organisation and administration of careers events
- To assist with the administration of school trips
- To assist with the organisation of peripet music lessons
- Preparing boards for displays and notices in classrooms, offices and corridors around the school
- Updating displays around the site with new material
- Removal of out-of-date display or notice material
- Departmental stock taking
- Filing of departmental records and other associated documents
- Input of data onto departmental data bases
- Assistance with departmental classroom resource production
- Assist with the administration of certificates, reply slips and ticket requests for presentation evenings
- Producing reward certificates and postcards
- Booking coaches for departmental trips and visits
- Assist in preparation for Open Events
- Supporting the clerical work taking place within the main school office at key times
- Set a good example in terms of personal presentation, attendance and punctuality

NOTE

This Job Description is designed to outline the main duties and responsibilities associated with the post but are not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the Post-Holder / and Headteacher.

The responsibility for employees' health and safety does not rest entirely with the School and its management. The Post-Holder, irrespective of his / her position in the School, has a legal duty to comply with the law, to ensure that the workplace is safe for everyone.

Probationary Period

Your appointment is subject to a six-month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The School requires one month's written notice to resign from the post.