**Job Description**

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

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| **Post** | General Assistant |

Purpose or Function of the Job:

To support the aims and ethos of the school by playing a positive role in the whole staff team for the benefit of the children and others working in the school and in partnership with parents. To respect the confidences of the school and comply with the Data Protection Act.

To observe and carry out at all times the School’s Health & Safety Policy. To provide, if needed emergency care and administer first aid.

Main Duties:

1. Assist the School Secretary with general offices duties.
2. Assist visitors to the school, giving information and directions to assist them adequately in the purpose of their visit.
3. Liaise and provide assistance for staff, parents and pupils with any queries made at the reception point by resolving or redirecting queries and giving advice where appropriate.
4. Operate the telephone system and identify and deal with problems raised by callers on the telephone by liaising with other staff as necessary.
5. Be responsible for control of stock, checking goods into the building and ensuring they are stored appropriately.
6. Operate reprographic equipment in order to provide an efficient service in accordance with School Policy.
7. Maintain an electrical items inventory.
8. Assist children with changing clothes.
9. Prepare teaching resources and materials for children.
10. Ensure that teaching areas are cleared after use.
11. Such other duties consistent with the overall level, nature and grading of the post.