

**THE THOMAS ADAMS SCHOOL
STUDENT SUPPORT ASSISTANT
JOB DESCRIPTION**

- The post is Grade 5, full time (37 hours), term-time only.
- The post is permanent, subject to a six month probationary period and one month's notice on either side.
- The conditions of service are those specified by the National Joint Council for Local Government Services.

PURPOSE OF POST

Under the direction and instruction of senior staff, the post holder will support the school community in a variety of different roles, including reception duties, administration, first aid and work within the pastoral department.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Reception

- Undertake reception duties, answering general enquiries and signing in visitors, ensuring all safeguarding and health and safety requirements are met.

Administration

- Provide general administrative support e.g. photocopying, filing, completing standard forms, responding to routine correspondence.
- Handle enquiries from students, staff, parents and suppliers by telephone, email, letter, and in person.
- Help maintain manual and computerised records and management information systems.
- Produce lists, information and data as required, e.g. student data.
- Help provide reprographics support to staff and students.

First Aid

- Assist with student first aid and welfare duties, such as looking after sick young people, liaising with parents, staff etc., and keeping appropriate records.

Pastoral

- Help promote positive values and attitudes, and good pupil behaviour. As part of a rota, support the Pastoral team's work in dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour whilst promoting resilience.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to the overall ethos, work and aims of the school.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.

Plus any other duties that would reasonably be expected of the post holder.

PERSON SPECIFICATION

	Attributes	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard level of education • 5 GCSEs or equivalent, including English and Maths 	<ul style="list-style-type: none"> • First Aid qualification
Work or relevant experience	<ul style="list-style-type: none"> • General clerical/administrative work • Computer/keyboard skills 	<ul style="list-style-type: none"> • Experience of working in an educational setting or other relevant environment
Knowledge and Understanding	<ul style="list-style-type: none"> • Good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> • Willingness to participate in training and development opportunities • Good ICT skills • Sufficiently fluent in spoken English to ensure effective performance in the role 	
Personal Qualities	<ul style="list-style-type: none"> • Good communication skills • Ability to relate well to young people and adults • Ability to work well as part of a team • Flexibility and reliability • Ability to maintain confidentiality 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	