



## St. Patrick's Grammar School

General Assistant (Part-Time, 20 Hours per week)

This is a Fixed-Term Contract until June 2022 and may be subject to extension

*Commencing 23 August 2021*

### **SCHOOL INFORMATION**

St. Patrick's Grammar School Downpatrick is a Catholic voluntary grammar school for boys with a co-educational sixth form founded in 1934 by the Congregation of the De La Salle Brothers. In September 2008, SPGS became a Specialist School for Humanities. Pupil enrolment is 762.

The school offers a full range of state of the art facilities to support a full, broad and balanced curriculum. There is in place an infrastructure that enables the school to be forward thinking in curricular and business terms while remaining true to the values established by the De La Salle Order over the past three quarters of a century.

The whole staff and community work as one team which embraces the school's "Excellence in a caring community" ethos. This ethos is characterised by the strong pastoral care dimension which permeates every aspect of school life. All members of the school community share responsibility for maintaining the caring atmosphere of the school and each staff member, teaching and support, is expected to be guided by this in all dealings with the pupils.

### **Line of Accountability**

The successful applicant will be responsible to the SENCO, Head of Pastoral Care, Bursar, Principal and the Board of Governors. He/She will also come into contact with a wide range of staff and pupils and will be expected work harmoniously and productively with them all. Under the direction of the SENCO/Class Teacher, the successful applicant will assist with the educational support and the care of the pupil(s) with special educational needs who is/are in the teacher's care in or outside the classroom.

### **Terms and Conditions of Service**

The salary scale for this post will be in line with current EA scales and be awarded commensurate with skills and experience. The NI Local Government Officers' Superannuation Scheme applies. This salary will be paid in either in 10 equal monthly instalments [September to June] or spread over the 12 months by arrangement with the school Bursar.

## **Child Protection**

SPGS is fully committed to the implementation of Child Protection procedures as outlined by the Department of Education. The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as ‘regulated activity’.

In the event that you are recommended for appointment to a post that involves ‘regulated activity’, St Patrick’s Grammar will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**

Further information can be accessed at [NI Direct](#) or the [Department of Justice](#).

**The appointment is strictly conditional upon a satisfactory completion of the vetting process** (further information is available from [www.accessni.gov.uk](http://www.accessni.gov.uk) or [www.deni.gov.uk](http://www.deni.gov.uk)).

## **Other information**

Two written, satisfactory references will be sought before confirmation of appointment, one of whom should be able to comment on your professional work.

## **MAIN DUTIES AND RESPONSIBILITIES:**

The precise duties of the post will be determined by the Principal/Bursar /Senior Teacher/SENCO:

### **1 General Assistance**

- Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.
- Ensure the safe mobility and general supervision of the pupil/s within school premises, including the playground and on school outings, transporting pupil's belongings (if required).
- Accompany teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- Ensure appropriate care and feeding of pupils at meal times.
- Ensure pupils comply with normal school rules and routines during the school day.
- Clean equipment connected with daily activities in classroom and assist with setting out equipment as directed.
- Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

## **2. ADDITIONAL ASSISTANCE**

- Undertake complex medical or invasive medical/clinical procedures.
- Use of specialist equipment for toileting and mobility for which specialist training is required.
- Provide specialist feeding support following assessment by a Speech and Language therapist under a formal programme identified by that assessment.

## **3. GENERAL CONDITIONS**

- Carry out all duties to comply with:

- (a) the Health and Safety at Work (NI) order 1978;
- (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
- (c) Codes of Practice.

Carry out all duties in the working conditions normally inherent in the particular job.

- Complete all necessary paperwork.
- Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

## **4. Training**

- Employees will accept any training to facilitate the undertaking of duties for jobs up to and including their own grade;
- Employees will accept training for jobs graded at higher levels than their own. Payment will only be made where there is a requirement by the authority for the higher level duties to be carried out;

## **5. General Responsibilities**

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post;
- To comply and actively promote school policies, including Equal Opportunities and Health and Safety;
- To promote positive student conduct;
- To deal with all telephone and personal enquiries efficiently and effectively, in a way that promotes a positive image of the school;
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contact;

## **6. Supervisory Duties**

To supervise children consuming meals and packed lunches, including:

- the movement of children between classrooms and dining areas where necessary, including dining areas outside the school premises;

- the supervision of queues, seating arrangements, and the circulation of pupils to and from service points;
- the supervision of the conduct of diners;
- ancillary associated duties (e.g., cleaning up spillage's, ensuring tables are cleared and cleaned, removal of litter from all areas used for the consumption of food including packed lunches, etc);
- assisting children where necessary;
- duties as delegated in connection with Cash Cafeterias.

### **REVIEW ARRANGEMENTS**

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.