

Jennett's Park CE Primary

JOB DESCRIPTION

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| Job Title: Bank Staff | Section/Location: Lunchtime cover, EYFS or wraparound care |
| Jennett's Park CE Primary | Grade/Salary Range: Casual contract on hourly rate |
| | Working Pattern: casual basis |

Purpose of the Role

Bank staff are required by the school to cover for or supplement our permanent or part time staff. Typically, we need bank staff to cover for sickness, absence, holidays and periods of temporary fluctuation in our child numbers.

Bank staff are not required to be qualified as training will be provided to develop their roles in terms of understanding and applying nursery policies and procedures. Bank staff will be expected to assist in ensuring all children attending Jennett's Park CE Primary receive high quality care, are kept safe and are provided with planned and stimulating play experiences which meet their individual needs.

Employment is on a casual basis and you will be contacted directly by the Finance Manager if and when work is available, sometimes at very short notice. Please note that we are unable to guarantee hours of work, which may be for a few hours, a whole day, a few days or a week at a time by mutual consent. We reserve the right not to provide you with work and you are under no obligation to accept work. Consequently, you will not have continuity of employment between engagements.

You are free to work for other organisations whilst working for us but you must ensure that you do not work more than the statutory maximum of an average of 48 hours per week over a 17-week period (as laid down by the Working Time Directive).

DESIGNATION OF POST AND POSITION WITHIN SCHOOL STRUCTURE

Accountable to:

Wraparound care leader or Phase leaders

MAIN DUTIES AND RESPONSIBILITIES

- Actively and enthusiastically assist the phase leaders and wraparound care managers in the safe and organised running of Jennett's Park School
- Assist in the preparation, serving and tidying away of 'snack time'.
- Actively develop a thorough understanding of relevant Ofsted standards & Jennett's Park internal policies & procedures, including safeguarding
- Ensure all activity areas are left clean and tidy at the end of each day.
- Have awareness of, and maintain sensitivity for, any children with additional needs (Physical, Behaviour, Dietary)

SCOPE OF JOB (Budgetary/Resource Control, Impact)

No supervisory responsibility.

The post holder is responsible for ensuring that the school child protection policy is adhered to and concerns are raised in accordance with this policy.

**Jennett's Park
PERSON SPECIFICATION**

| KEY CRITERIA | ESSENTIAL | DESIRABLE |
|---|---|---|
| Qualifications and Training | Numeracy and literacy skills | |
| Competence Summary (Knowledge, abilities, skills, experience) | <p>Experience of working with or caring for children of relevant age.</p> <p>Ability to cope with personal hygiene needs and respond sensitively to pupils needs.</p> <p>Ability to work constructively as part of a team.</p> <p>Ability to relate well to adults and children, respond sensitively and flexibly to competing demands from pupils.</p> | <p>Ability to use basic technology and IT.</p> <p>Knowledge of basic first aid.</p> |
| Work-related Personal Requirements | <p>Adaptable and flexible</p> <p>'Can do' approach</p> <p>Sense of humour</p> <p>A love of children and a passion for their learning</p> <p>Committed to equality of opportunity</p> | |
| Other Work Requirements | <p>Suitability to work with children.</p> <p>Sympathetic to our Church School ethos and values.</p> <p>Able to identify own training needs and actively seek learning opportunities and participate in training and development activities.</p> | <p>Participate in training and development activities.</p> |