**TEMPLATE JOB DESCRIPTION**

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| **Post Title** |  |
| **Post No.** |  |
| **Grade**  |  |
| **Contractual Arrangements** |  |
| **Accountable to** |  |
| **Accountable for** |  |
| **Date Evaluated** | n/a |

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| Purpose of Job |
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| **Key Accountabilities & Duties**  |
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| **Core Responsibilities and Deliverables – Supporting the School** |
| At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and INSET days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and children’s welfare and be aware of confidential issues linked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of health and safety issues and act in accordance with the school’s Health and Safety Policy

**OTHER DUTIES**The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties. |

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| **Person Specification** |
| **Criteria** | **Essential** | **Desirable** |
| QualificationKnowledge, Experience and Skills(E.g. Mental Skills & demands/ Interpersonal & communication skills/Physical skills and demands/ Initiative & Independence/Emotional demands/Responsibility for people/Responsibility for supervision/Financial responsibility/Responsibility for physical resources |  |  |

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| **Core Behaviours** |
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| **Additional Requirements** |
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| DBS | Standard [ ]  Enhanced [ ]  N/A [ ]  |
| Basic Disclosure | Yes [ ]  No[ ]  |