**CHRISTIAN BROTHERS’ GRAMMAR SCHOOL, OMAGH**

**JOB DESCRIPTION**

**Title:** General Assistant (3-4)

**Responsible to:** Principal & Special Educational Needs Co-ordinator

**Salary Scale:** £18,562 -£18,933(pro rata, per annum)

The post will be hourly paid at the appropriate rate.

**Hours of Work:** 17.5 hours per week, times to be confirmed.

**Job Purpose:**

To be responsible to the Principal for the provision of assistance to teachers/classroom assistants in/outside the school with care of pupils.

1. **GENERAL ASSISTANCE**

* Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.
* Ensuring 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).
* Accompanying 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.
* Cleaning equipment connected with daily activities in classroom and assisting with the setting out of the equipment as directed.
* Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

1. **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.

1. **GENERAL CONDITIONS**

* All duties must be carried out to comply with:

1. The Health and Safety at Work (NI) order 1978;
2. Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
3. Codes of Practice.

* All duties will be carried out in the working conditions normally inherent in the particular job.
* All necessary paperwork must be completed.
* Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

***It is acknowledged that the contents of this generic job description are not subject to appeal.***

**Classroom Assistant (General)**

**Personnel Specification – Qualifications and Experience**

**Essential Criteria:**

The General Assistant will:

* Have paid experience of working as a General Assistant/Classroom Assistant.
* Have training in or experience in supporting a child with toileting needs.

The selection panel will use this personnel specification to shortlist the candidates. The criteria may be enhanced to facilitate a manageable shortlist of the candidates.

The onus is on candidates to provide sufficient information on their application forms in order to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since the selection panel cannot make assumptions in the absence of essential information.