



CAYMAN PREP AND HIGH SCHOOL

JOB DESCRIPTION

Primary School Assistant

Purpose:

- Under the guidance of a member of the teaching staff the cleaner /helper will assist with the supervision and safety of students at lunch and play times.
- Support staff and children by cleaning the certain areas of the property throughout the school day and handling any spillages or ad hoc cleaning needs.

Reporting to: Deputy Principal, After School Care Leader

Liaising with: PLT Members, Office Manager, Teaching staff

Normal Working Hours: 9.00am - 2:30pm

Key Responsibilities:

Student Supervision

- Diligently support teaching staff members to minimise the opportunity for accident or injury of students.
- Ensure the safety of children at all times.
- Ensure that any playground or classroom equipment/property is properly maintained and safe for children's use. Take appropriate action to have any issues rectified.
- Adhere to the implementation of the "behavioural policy" as laid out by CPHS.
- Provide basic first aid as and when necessary and take appropriate action if further medical attention is required.
- Ensure that all playground/classroom property and equipment is clean and properly stored at the end of the day.
- Report any concerns regarding student behaviour and safety or security to line manager.
- Undertake other reasonable duties as may be required of designated from time to time by the Principal.
- From time to time, After School Care duties may be requested.

Cleaning/Janitorial

- Clean outdoor and indoor eating areas in preparation, in between and after two sittings at early morning break and three sittings at lunch time.
- Attend to any urgent or special cleaning needs that may arise from time-time.

All Staff Are Expected To:

- Maintain confidentiality at all times with regard to student information and related school matters
- Support the Christian aims and ethos of the school, setting good examples in terms of dress, punctuality and demeanour
- Uphold the school's behaviour code, uniform requirements and other regulations
- Attend and participate in staff CPD sessions, school-based meetings student performances and extra-curricular activities
- Assist with various duties as assigned by the Principal, according to the needs of the school

This job description will be reviewed annually and may be subject to modification or amendment after consultation between the Principal and the post holder.

Signed:

Post Holder: _____ Date: _____

Primary School Principal: _____ Date: _____

Updated October 2018