



CAYMAN PREP & HIGH SCHOOL

(Owned and Operated by the United Church in Jamaica and the Cayman Islands)

JOB DESCRIPTION

School Assistant – Primary School

Post: School Assistant (Early)

Reporting to: Canteen and School Assistant Supervisor (CASAS) and After School Care Leader

Liaising with: PLT and Office team

Normal Working Hours: This role is essential to the effective facilitation and supervision of our students before school, at breaks and lunchtimes and after school. Therefore, the working day is split into 3 sections, separated by two long breaks: 06:45-10:30, 11:30-13:15, and 14:45-16:45. Total 7.5 hours a day.

Purpose:

- As a member of the School Assistants Team, the individual will be responsible for supporting staff and children through effective facilitation and supervision throughout the school day: start and end of day, breaktime; snack and lunch preparation, distribution and clean up.
- As a member of the After School Care team, the individual will be responsible to the After School Care Leader and will relate to and work with all school staff in line with all relevant policies and procedures to ensure healthy and safe supervision and safety of students at drop-off/pick-up points, play and lunch times and during After School Care.

Key Responsibilities:

Duties

- Start or end of day gate supervision as relevant, as a parent- and child- facing member of staff and due diligence to ensure the safety of children entering and exiting the school premises.
- Child play facilitation, diligently support teaching staff members to minimise the opportunity for accident or injury of students
- encourage suitable social dynamics and development in line with School Mission Statement, and adhering to the implementation of the CPHS “behavioural policy”
- Initiate and model effective play and games with the children
- Ensure playtime and ASC equipment is ready and set out for sessions
- Ensure playtime and ASC equipment is properly maintained and safe for children’s use and take appropriate action to have any issues rectified.

- Ensure that all playtime equipment is clean and properly stored at the end of the session and day.
- Using the first aid playtime bags, as supplied, provide basic first aid as and when necessary and take appropriate action if further medical attention is required.
- Report any concerns regarding student behaviour and safety or security to line manager.
- Undertake other reasonable duties as may be required or designated from time to time by the Principal or Deputy Principal.
- provide activities for the children according to the ASC plan of events program
- work with the children in the various activities in ASC to encourage full participation
- Responsible for distributing and handling ASC snacks/food that all allergy and dietary restriction guidelines are met.
- Responsible for maintaining the cleanliness of the Canteen and School Kitchen and ensure that sanitation standards are adhere to.

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, dress 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
- Additional responsibilities maybe assigned by the supervisor as needed, and the candidate must be flexible and be willing and prepared to these tasks.

Safeguarding

In accordance with the school's commitment to follow and adhere to the School's Child Protection Policy and Procedures and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the school. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment, which always focuses upon the best interests of the students and the school. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will always be expected to present a consistently positive image of the school and uphold public trust and confidence.

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

Post holder Name: _____ Date: _____

Post Holder Signature: _____

Primary School Principal: _____ Date: _____