



Vacancy: School Assistant (General Office and Catering Assistant)

Main Responsibilities

- Act as a point of contact for the Musers site, providing a welcoming and professional service to visitors, staff, and pupils.
- Administer first aid and medication to pupils, maintaining accurate records in line with school policies.
- Support the smooth running of daily school operations, working flexibly as part of a small team.
- Complete attendance registers accurately and carry out other administrative duties providing efficient and confidential support as required.
- Support with transitions of students between the main school site and Musers.
- Prepare, serve, and deliver healthy and nutritious school lunches, ensuring compliance with food hygiene standards and health and safety.
- Assist with the clearing up and cleaning of the kitchen and dining hall ensuring a good standard of cleanliness is maintained.
- Engaging with students and being a consistent and friendly face to greet and interact with students throughout the day as part of the assistant role.

Personal Specification

Experience	Essential	Desirable
Experience of working with young people with special education needs and/or challenging behaviour		✓
Experience of working in an administration role	✓	
Experience of working in a canteen/kitchen	✓	
Experience of working in an education setting		✓
Skills	Essential	Desirable



Ability to be adaptable in a fast-paced environment and manage change calmly	✓	
Excellent team player	✓	
Ability to work on own initiative	✓	
The ability to listen and communicate effectively	✓	
Knowledge of Word, outlook, excel and other education specific software		✓
Good organisational and time management skills	✓	
Qualifications and training		
Good standard of education	✓	
NVQ level 3 Food Preparation		✓
Food and Hygiene Certificate level 2		✓
First Aid at Work certificate level 3		✓
Full Driving License	✓	
Other	Essential	Desirable
Commitment to the values of the organisation	✓	
Commitment to the safeguarding and welfare of all children	✓	
Commitment to on-going improvement and learning		✓
Desire to interact with students and a genuine interest in their safeguarding and wellbeing.	✓	

We are committed to safeguarding children and the successful applicant will be required to undertake an enhanced criminal records disclosure check. All staff employed, whether student facing or not will be responsible for safeguarding



Outcomes
First Group

Job Description

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vulnerable young people and will participate in ongoing safeguarding training and knowledge checks.