

School Support Role – Standard Role Profiles

August 2023
Human Resources



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Introduction

While all schools are unique in their pupil profile, ethos and culture, there are many school roles which share so many fundamental characteristics that they may usefully be classified under a single role profile. Just as teaching staff are not differentiated by the educational policies and practices of their particular school, so support staff can generally be considered to share a role profile with staff in other schools doing the same type of job, despite apparent differences in the specifics of the tasks they undertake.

This document contains many standard, or generic, school support profiles which Milton Keynes City Council has identified as being a good reflection of the breadth and depth of support roles in its primary and special schools. It is expected that the great majority of existing school support post holders will see their roles accurately reflected in one of these profiles, bearing in mind the following provisos;

- Role profiles are NOT “to do” lists or exhaustive lists of tasks. They are intended to provide an overall picture of the types of responsibility inherent in each role.
- There is no desire or expectation that Head Teachers will change their establishment in order to fit these profiles. HTs and their governors have ultimate responsibility for the shape of the support function and the types of roles they need to deliver what is expected of them.
- All profiles contain a paragraph which emphasises the need for flexibility in application of any particular profile, and so particular outputs can change without a change of profile as long as the level of responsibility added or removed does not exceed that contained in the appropriate standard profile.
- A “best-fit” approach is appropriate when matching individuals’ roles to a profile. One or two trivial differences in the specific duties listed are unlikely to have any bearing on the overall level of responsibilities inherent in the role. However, care should be taken when reviewing more significant areas such as financial responsibility or staff supervision as these can sometimes be determinants of the grade of any particular post.

It is acknowledged that there will be some posts that are essentially unique and these will have a dedicated role profile. On occasions, their unique nature will be because they are an amalgam of two or more standard profiles and consideration should be given to whether these roles could usefully be split into more than one contract. In such cases it may be helpful to consider what role the school would advertise in the event of the present incumbent moving on – if the duties are so intertwined that only one post holder would be sought, it may be appropriate to continue with the unique profile.

Business Support Family

The business support teams in Milton Keynes' primary and special schools ensure that the core educational activities of the school are delivered in a safe, financially sound and administratively robust setting. While the Head Teacher retains overall responsibility for the business support function, the degree to which teams and individuals work autonomously will depend upon the size and type of school, its management structure and other factors.

Reporting directly to the Head Teacher, **School Business Managers** have, as well as a vital day-to-day management function, a strategic role in delivering the long term aims of the school as envisioned by the Head Teacher and governors. Where this strategic involvement is central to the role but the school is smaller in terms of staffing numbers and budgets, and the SBM works particularly closely with the Head Teacher, a **School Business Manager (Smaller School)** may be employed.

Some Head Teachers choose to separate the financial function to a high degree and, in such cases, may incorporate a **School Finance** role in the establishment where financial expertise rather than more general administrative input is desired.

Business Support Managers are employed in an overall office management role, concentrating on delivery of an efficient day to day administrative function and managing a team of other staff to achieve this.

Business Support C roles usually incorporate significant financial monitoring responsibilities in the context of their wider administrative (and sometimes supervisory) role. **Business Support B** posts have nominated responsibilities for one or more administrative work streams while **Business Support A** roles are generally clerical in nature. Some schools employ a **PA to the Head Teacher** who fulfils an essentially secretarial function. Finally, **School Librarians** and **SEN Administrators** fulfil more specific support roles but still draw on business support skills to carry out their duties.

Milton Keynes City Council – Role Profile

Role Title: **School Business Manager**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0762**

Grade: **H**

Purpose of job

- As an integral member of the senior management body of the school, the Business Manager provides strategic direction, detailed planning and operational management of all non-teaching functions, ensuring efficiency and best value.
- School Business Managers support the Head Teacher by the provision of expert advice and guidance in relation to finance, HR, asset and estate management and administrative policy and practice.

Key Objectives

1	To act as main financial consultant and adviser to the Governors and Head Teacher, providing advice in relation to financial policy and long-term strategy.
2	Manage the school's accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review.
3	Manage a range of support staff as directed by the Head Teacher including recruitment and selection, appraisal, workforce planning and other strategic and procedural issues in relation to staff management.
4	Negotiate, manage and monitor contracts, tenders and agreements for the provision of support services. To arrange approval for all purchase orders prior to expenditure being committed and ensure Best Value on all purchases.
5	To be responsible for general HR matters and the provision of general HR support and guidance to Head Teacher, Senior Leadership Team and Governors on, for example, salaries and Terms and Conditions of employment.
6	Working within the agreed asset management plan, ensure that the school's maintenance expenditure is targeted to priority areas.
7	Develop income generating activities including preparation of and submission of bids for funding to external agencies.
8	Act as health and safety lead for the school, ensuring that policies and procedures in relation to all school activities are developed and adhered to by all internal and external staff and contractors.

9	Develop and maintain emergency planning and business recovery procedures, ensuring the clarity and accountability of staff roles.
10	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Arrange the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies.
- Full line management for all support staff including responsibility for recruitment, performance management and disciplinary/grievance issues.
- Management of facilities, including premises, lettings and liaising with external contractors
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
- Advise, lead and negotiate on behalf of school in external matters such as contracts, procurement, funding bids; regularly deal with a range of complex whole school finance and HR issues.
- Manage administration of Human Resources.
- Contribute to school improvement plan.

Work Profile

- Develops and implements school administrative, financial and related policies and procedures; developed analytical, judgemental or creative skills required to interpret very varied and complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to Head Teacher and is a member of the senior leadership team. Contributes to and develops strategic policies and initiatives and involves significant decision making affecting the whole of large school or a cluster of small schools.
- Be responsible for the development of the marketing strategy for the school.
- Manage the delivery of Extended Services activities.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.

- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge			Level		Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time		A	D	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications				I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role	E			T Testing R Reference
Qualifications	Recognised school management qualification or equivalent to minimum NVQ4 level	X			A
Skills / Experience	Financial management to balance sheet / P&L level	X			I, R
	Staff / team management		X		I, R
Competencies			Level		Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		A	S	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements				I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice	E			T Testing R Reference
Planning and organising work	Appreciation of reporting deadlines and shifting priorities within the academic year.		X		I

Planning capacity and resources	Ability to assess needs and plan resource requirements for lengthy periods in excess of 2/3 years		X		I
Influencing and interpersonal skills	Managing suppliers and external partners to ensure best value.		X		I, R
	Influencing skills with colleagues, governors and others in relation to introducing change		X		I
Using initiative	Awareness of potential for improvement and development in all non-teaching areas of the school. Initiating and driving through change in partnership with senior school management.		X		I
Working independently	Dealing autonomously with all but the most serious administrative problems but keeping HT apprised of all major issues.		X		I
Managing people	Full management responsibility for a diverse team of administrative and other support staff.		X		I, R
Managing resources	Consultant/advisor status in relation to whole school finances. Development of robust internal financial procedures.	X			I, R
	Estates management of building(s) and premises including preventative maintenance, health and safety	X			I, R
Managing risk	Awareness of child protection guidelines as they impact upon the non-teaching functions within the school. General health and safety throughout the school.		X		I
Managing oneself	Awareness of personal development opportunities.		X		I

Milton Keynes City Council – Role Profile

Role Title: **School Business Manager (Smaller School)**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0877**

Grade: **G**

Purpose of job

- The Business Manager (Smaller School) directly assists the Head Teacher by the provision of detailed financial planning and operational management of all the non-teaching functions of a smaller school, ensuring efficiency and best value.
- Provide expert advice and guidance to the HT and Governors in relation to finance, HR, asset and estate management and administrative policy and practice.

Key Objectives

1	To provide advice in relation to financial policy and long-term strategy to the Governors and Head Teacher.
2	Manage the school's accounting function ensuring its efficient operation according to agreed procedures and maintain those procedures by conducting an annual review.
3	Manage a small number of support staff as directed by the Head Teacher including recruitment and selection, appraisal and other strategic and procedural issues in relation to staff management.
4	Negotiate, manage and monitor contracts, tenders and agreements for the provision of external services and contracts, arranging approval for all purchase orders prior to expenditure being committed and ensuring best value on all purchases.
5	Working within the agreed asset management plan, ensure that the school's maintenance expenditure is targeted to priority areas.
6	Develop income generating activities including preparation of and submission of bids for funding to external agencies.
7	Act as health and safety lead for the school, ensuring that policies and procedures in relation to all school activities are developed and adhered to by all internal and external staff and contractors.
8	Develop and maintain emergency planning and business recovery procedures, ensuring the clarity and accountability of staff roles.

9	Manage the administrative function including ICT, school office and reception, support for curriculum areas, reprographics, records and telephones.
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Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Arrange the provision, analysis and evaluation of data and detailed reports and information to the senior leadership team, the Governing Body and outside agencies.
- Full line management for all support staff including responsibility for recruitment, performance management and disciplinary/grievance issues.
- Management of facilities, including premises, lettings and liaising with external contractors
- Be responsible for health and safety issues within the school and how they impact on pupils, staff and visitors to the school.
- Advise, lead and negotiate on behalf of school in external matters such as contracts, procurement, funding bids.
- Directly assist the Head Teacher with a range of school finance and strategic HR issues.
- Contribute to school improvement plan.

Work Profile

- Develops and implements school administrative, financial and related policies and procedures; developed analytical, judgemental or creative skills required to interpret varied and potentially complex information or situations, including whole school budget preparation and planning, support service monitoring.
- Reports to Head Teacher and is a member of the senior leadership team. Contributes to and develops strategic policies and initiatives and involves significant decision making affecting the whole of large school or a cluster of small schools.
- Assist the Head Teacher with the design and delivery of the school's marketing strategy.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time			A	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications		D		I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		E		T Testing R Reference
Qualifications	Recognised school management qualification or equivalent to minimum NVQ4 level	X			A
Skills / Experience	Use of standard IT business packages with particular competence in spreadsheets and management information systems	X			I, R
	Experience of managing small teams		X		I, R
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			A	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		S		I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		E		T Testing R Reference
Planning and organising work	Agreement of, and adherence to, reporting deadlines in accordance with academic year			X	I
Planning capacity and resources	Awareness of workflow requirements and staff/resource planning		X		I
Influencing and interpersonal skills	Working with external suppliers, colleagues, governors to maximise efficiency and economy		X		I, R
	Encouraging pupils and parents to follow administrative and regulatory guidelines			X	I
Using initiative	Initiating improvement in financial and administrative procedures		X		I, R

Working independently	Work closely with the HT. Dealing with administrative and business issues autonomously when delegated to do so.		X		I
Managing people	Ability to organise and lead a small team or co-ordinate other staff resources, ensuring adherence to statutory HR procedures		X		I
Managing resources	Consultant/advisor status in relation to smaller school finances. Development of robust internal financial procedures.	X			I, R
	Estates management of small building(s) and premises including preventative maintenance, health and safety	X			I
Managing risk	Awareness of child protection issues; health and safety risks; adherence to financial regulations	X			I
Managing oneself	Awareness of personal development needs and opportunities		X		I

Milton Keynes City Council – Role Profile

Role Title:	Business Support Manager
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0771
Grade:	F

Purpose of job

To support the Head Teacher by developing and maintaining a comprehensive business support package including staff and financial management.

Key Objectives

1	To assist the Head Teacher in monitoring all the school budgets and accounts. Ensure income/expenditure is correctly recorded and that all budget records are maintained and up to date.
2	To assist the Head Teacher with monitoring the effectiveness of services provided e.g., energy, catering, supplies and services.
3	Provide detailed analysis and evaluation of data and produce detailed reports/information as required.
4	To keep inventories of equipment and arrange, in liaison with the Head Teacher the maintenance and/or replacements of equipment, furniture and fittings.
5	Develop and adapt the support and administrative procedures within the school to maximise efficiency.
6	To negotiate, manage and monitor contracts, tenders and agreements for the provision of support services.
7	Manage/supervise administrative staff including recruitment / induction / appraisal / training and mentoring.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Undertake recruitment/induction/appraisal/training/mentoring for other staff.
- Manage complex administration procedures.
- Be responsible for the selection and management of resources, including management of a budget and regular audit of resources.
- Manage service contracts.
- Manage school licences and insurance.
- Produce and respond to complex correspondence.
- Undertake research to inform decisions.

Work Profile

- Full working knowledge of relevant policies/codes of practice/legislation.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications within an agreed period of time			A	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications			D	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			E	T Testing R Reference
Qualifications	School management or financial qualification to NVQ 4 level		X		
Skills / Experience	Supervising staff		X		
	Financial planning and reporting	X			
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			A	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			S	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			E	T Testing R Reference
Planning and organising work	Prioritising work in the light of changing deadlines within the overall horizon of the school year.		X		I, R
Planning capacity and resources	Awareness and management of recurring periods of pressure on staff and other resources.		X		I, R
Influencing and interpersonal skills	Encouraging colleagues and others to adhere to agreed administrative procedures.	X			I, R
	Effective assessment of admin procedures. Identifying and introducing change where appropriate.	X			I, R
Using initiative	Awareness of potential problems and areas of improvement.		X		I, R

Working independently	Take responsibility for many non-teaching work streams as delegated by the Head Teacher or other senior manager.		X		I, R
Managing people	Full line management responsibility for a diverse team of support staff.		X		I, R
Managing resources	Financial management including budget monitoring, statutory reporting and assistance with financial planning.		X		I, R
	Assisting the HT with estate management including liaison with external contractors.		X		I, R
Managing risk	Awareness of health and safety issues in relation to administrative staff. Awareness of confidentiality issues and financial regulations.		X		I, R
Managing oneself	Ability to recognise the potential for personal development.		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **School Finance**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0763**

Grade: **F**

Purpose of job

- To support the Head Teacher and wider management team by the development and maintenance of appropriate and efficient financial systems and procedures within the school.
- To maintain a rigorous oversight of school budgets, accounts, processes and transactions to ensure that financial advice provided to inform management decisions is accurate, up-to-date and in conformance with all relevant internal and external regulations and standards.

Key Objectives

1	To develop and maintain processes for the secure and accurate management of financial data using specific school systems and standard software packages.
2	To provide timely authoritative financial advice to the Head Teacher and wider management team in relation to budget setting, best value, procurement, internal and external regulations and, where appropriate, income generation.
3	To ensure that school staff involved in financial matters are competent to carry out their assigned duties and understand the limits of their responsibilities.
4	Assist the Head Teacher and governing body with income generation activities.
5	Take responsibility for the school's financial relationships with external bodies and ensure such functions as reporting, accounts payable and receivable, banking, CFR returns, grant applications, school fund, leasing, special event finances, year-end accounts etc. are managed in a timely and professional manner and in conformance with agreed terms and conditions.
6	Where appropriate, liaise with other support staff to ensure school employees are paid in an accurate and timely manner.
7	To assist in non-financial administrative functions when requested by the Head Teacher.
8	To ensure that any incidental contact between the post holder and pupils, parents or carers enhances the school's reputation for developing excellent relationships and upholds the ethos and standards of the school under the leadership of the Head Teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Responsibility for development of robust and transparent financial and supporting administrative systems throughout the school.
- Budget monitoring for school including school fund, ring-fenced monies and other holdings.
- Responsibility for financial risk assessment and data security.
- Ensuring staff compliance and competence in relation to all financial systems, processes and transactions. May include supervision (but not formal management) of those engaged in financial procedures.

Work Profile

- Accountable to the Head Teacher and governing body for the accurate and up-to-date management of financial information
- Provision of advice and guidance in relation to budget setting, school financial policies and procedures.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			A	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			D	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			E	T Testing R Reference
Qualifications	Recognised financial/business qualification to minimum NVQ4 level	X			A
Skills / Experience	Experience of financial planning, budget setting and monitoring and final accounts	X			A/R
	Awareness of the particular financial issues surrounding schools and devolved school budgets.			X	I
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			A	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			S	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			E	T Testing R Reference
Planning and organising work	Prioritising work in the light of changing deadlines within the overall horizon of the school year.		X		I, R
Planning capacity and resources	Awareness and management of recurring periods of pressure on staff and other resources.		X		I, R
Influencing and interpersonal skills	Encouraging colleagues and others to adhere to agreed financial procedures.	X			I
	Effective assessment of financial procedures. Identifying and introducing change where appropriate.	X			I, R
Using initiative	Awareness of potential problems and areas of improvement.		X		I
Working independently	Take responsibility for all financial management duties as delegated by the HT or other senior manager.		X		I, R

Managing people	Responsibility for quality and timeliness of admin/financial outputs by support staff.		X		I
Managing resources	Financial management including budget planning, monitoring and statutory reporting.	X			I, R
	Assisting the HT with estate management including liaison with external contractors.		X		I
Managing risk	Awareness of confidentiality issues and adherence to financial regulations.	X			I
Managing oneself	Ability to recognise the potential for personal development		X		R

Milton Keynes City Council – Role Profile

Role Title: **School Business Support L3**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0782**

Grade: **E**

Purpose of job

Deliver a comprehensive administrative support package, including budgetary responsibilities, to the school under the direction or guidance of the Head Teacher or other designated person.

Key Objectives

1	Contribute to the planning, development and organisation of support service systems / procedures / policies.
2	Analyse and evaluate data/information and produce reports/information/data as required.
3	Complete and submit complex forms, returns etc., including those to outside agencies.
4	Undertake the administration of personnel administration such as Payroll systems, CRB checks.
5	Monitor and manage stock within an agreed budget, assisting with procurement, cataloguing resources and undertaking audits as required.
6	Supervise the work of other admin staff as appropriate.
7	Assist with the planning, monitoring and evaluation of the school budget
8	To handle cash, in line with the school's finance policy, which may include collecting and recording money from pupils, parents/carers.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Supervise, train and develop staff as appropriate.
- Provide personal, administrative and organisational support to other staff.
- Manage manual and computerised record/information systems.
- Undertake research and obtain information to inform decisions.

- Assist with procurement and sponsorship.
- Assist with marketing and promotion of the school.
- Manage administration of facilities including use of school premises.

Work Profile

- Under the guidance of senior staff be responsible for undertaking administrative, financial, organisational processes within the school.
- Assist with the planning and development of support services as appropriate, providing advice and guidance to colleagues on administration matters.
- This will include supervision of staff and an agreed budget.
- Undertake typing and word-processing and complex IT based tasks.
- Undertake complex financial administration procedures.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time	A	D	E	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience				I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role				T Testing R Reference
Qualifications	Recognised business/admin qualification to NVQ3 level	X			A
Skills / Experience	Experience of computer based financial management systems and proficiency in standard IT packages, particularly word processing and spreadsheets		X		I, R
	Supervision of admin team(s)		X		I, R
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area	A	S	E	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements				I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice				T Testing R Reference
Planning and organising work	Ability to respond appropriately to changing demands and deadlines in accordance with school priorities.		X		I
Planning capacity and resources	Ensuring routine tasks and small projects are appropriately resourced.		X		I
Influencing and interpersonal skills	Encouraging others to provide assistance or information in a timely and competent manner.	X			I
	Providing advice to pupils, parents, colleagues and others in relation to school policies and procedures.		X		I

Using initiative	Dealing with day-to-day administrative issues within laid down and agreed guidelines as set by the HT or senior staff.	X			I
Working independently	Making decisions about day-to-day issues without recourse to HT or senior staff. Major problems escalated as appropriate.		X		I
Managing people	Responsibility for team outputs and allocation of duties.		X		I
Managing resources	Day to management of the school's financial procedures to ensure compliance with internal and external regulations.		X		I, R
	Budget monitoring and reporting.		X		I, R
Managing risk	Awareness of school and personal obligations in relation to child protection, health and safety, confidentiality.		X		I
Managing oneself	Awareness of opportunities for personal development.		X		I

Milton Keynes City Council – Role Profile

Role Title: **School Business Support L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0794**

Grade: **D**

Purpose of job

To deliver comprehensive business support services to the school under the direction of the Head Teacher or other designated person.

Key Objectives

The specific range of tasks and responsibilities will be dependent upon the size and operating procedures of the school and may include any combination of the following;

1	Provide administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing. Completion of standard forms and respond to routine correspondence.
2	Undertake typing and word-processing and other IT based tasks using relevant equipment/ICT packages e.g., WORD, EXCEL, databases, spreadsheets etc.).
3	Undertake general financial administration such as processing orders, collecting monies and undertake basic financial administration, such as for petty cash.
4	Maintain manual and computerised records/management information systems.
5	Produce information/data as required by senior staff or external agencies e.g., standard / statutory returns.
6	Provide administrative support for meetings and take notes at meetings.
7	To handle cash, in line with the school's finance policy, which may include collecting and recording money from pupils, parents/carers.
8	Undertake reception duties, answering general telephone and face to face enquiries and signing in visitors.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be

undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Provide a general administrative/financial support function to the school including front line reception duties.
- The role will also involve the operation of relevant equipment including IT equipment and use of computer packages e.g., Microsoft Office.
- Some financial responsibility is attached to the role, e.g., processing orders, handling cash etc. in line with the School's Finance Policy.
- Good understanding and ability to use relevant technology.

Work Profile

- Provide general clerical support and produce lists, information and data as requested by senior staff or external agencies.
- Deal with enquiries either by telephone or face to face.
- First point of call for sick pupils.
- Assist with arrangements for school visits and events.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Admin related qualification to NVQ2 level or equivalent experience	X			A
Skills / Experience	General administrative experience		X		A
	Proficiency in standard IT packages, particularly word processing and spreadsheets		X		I
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Awareness of deadlines and other requirements in relation to specific work streams.		X		I, R
Planning capacity and resources	Understanding of team objectives and working co-operatively to achieve aims.		X		I
Influencing and interpersonal skills	Exchanging a wide range of generally factual information with an equally wide range of recipients such as colleagues, parents, pupils and external suppliers		X		I, R
	Encouraging others to provide input to delegated tasks in a timely and competent manner.		X		I

Using initiative	Noting procedural deficiencies or problems and initiating positive change.		X		I
Working independently	Dealing with day-to-day issues independently wherever possible.		X		I, R
Managing people	Ensuring others contribute to team tasks or small projects in an appropriate and timely manner.		X		I
Managing resources	Ensuring office and general school supplies are held at the required stock level		X		I
	Assisting with financial management procedures including cash handling		X		I, R
Managing risk	Awareness of general health and safety risks in an office/school environment.		X		I
Managing oneself	Awareness of opportunities for personal development.		X		I

Milton Keynes City Council – Role Profile

Role Title: **School Business Support L1**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0804**

Grade: **C**

Purpose of job

To provide general clerical/administrative support to the school under the direction of the Head Teacher or other designated person.

Key Objectives

The specific range of tasks and responsibilities will be dependent upon the size and operating procedures of the school and may include any combination of the following:

1	General administrative support to include photocopying, filing, faxing, emailing, reprographics work and word processing. This could be directly supporting the Head Teacher.
2	Data input onto manual and computerised records/management information systems.
3	Reception duties, acting as first point of contact in response to telephone and face-to-face enquiries, signing in visitors etc.
4	Open, sort and distribute incoming mail and post outgoing mail. Receive incoming goods and check against orders as required. Arrange orderly and secure storage of supplies.
5	Assist with the arrangements for extracurricular school activities such as school photographs, school trips etc.
6	Liaise with parents / carers / staff etc. as directed regarding issues relating to pupils, including determining the cause of absences.
7	To assist in the compilation, maintenance and analysis of registers.
8	To handle cash, in line with the school's finance policy, which may include collecting money from pupils, parents/carers.

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Scope

- May handle small amounts of cash (e.g., dinner money, school visits etc.) in line with School's Finance Policy
- No formal supervisory responsibility but may demonstrate administrative duties to new or less experienced staff.
- Work is normally carried out in an office environment.

Work Profile

- Carries out administrative tasks which do not vary significantly from day to day.
- Exchange of factual information with other school staff and teachers, senior leadership team, pupils, parents / carers, suppliers.
- Contact with pupils is generally incidental to the main job duties but post holders may assist with the temporary care of sick pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	Recognised qualification in an admin related discipline to NVQ 2 level		X		
Skills / Experience	General administrative experience		X		
	Proficiency in standard IT applications, particularly word processing and spreadsheets	X			<u>I</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Working to instructions and to well-established routines with regular daily and weekly deadlines.		X		<u>I, R</u>
Planning capacity and resources	Understanding of team objectives and working co-operatively to achieve aims.		X		<u>I, R</u>
Influencing and interpersonal skills	Exchanging generally factual information with a range of recipients such as colleagues, parents, pupils and external suppliers		X		<u>I, R</u>
Using initiative	Noting procedural deficiencies or problems and advising senior staff.		X		<u>I, R</u>
Working independently	Dealing with day-to-day issues independently wherever possible.		X		<u>I, R</u>

Managing people	Ensuring others contribute to team tasks or small projects in an appropriate and timely manner.		X		I, R
Managing resources	Ensuring office and general school supplies are held at the required stock level		X		I, R
	Assisting with financial management procedures including cash handling		X		I, R
Managing risk	Awareness of general health and safety risks in an office/school environment.		X		I, R
Managing oneself	Awareness of opportunities for personal development.		X		I, R

Milton Keynes City Council – Role Profile

Role Title:	PA to Head Teacher
Service Group:	Children and Families
Accountable to:	Head Teacher
JE ref:	JE0795
Grade	C

Purpose of job

Working within a wider administrative team, the Personal Assistant combines general administrative duties with dedicated support of the Head Teacher in all aspects of school management and governance.

Key Objectives

1	Assist in the organisation of the Head Teacher's schedule by diary management, prioritising issues as appropriate.
2	Assess queries, issues and other demands on the Head Teacher's time and reassign these to self or others for resolution where appropriate.
3	Conduct research on behalf of the Head Teacher as requested.
4	Take personal responsibility for the planning and execution of small projects.
5	Provide comprehensive clerical and administrative support to the Head Teacher and wider school management team.
6	Administer Governors' and other meetings including the arrangement of venues, catering, document distribution, attendance and minute taking.
7	General clerical and administrative support to the wider admin team when required.

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Scope

- No supervisory responsibilities (but may be involved in new staff orientation and induction).
- Financial responsibilities may include occasional cash handling.
- Frequent requirement to act as first point of contact within the school on a range of issues with staff, pupils, parents, council headquarters, suppliers, external regulatory bodies and others.

- Responsible for the security and appropriate use of a range of physical resources including office equipment, school documentation, pupil and staff records etc.

Work Profile

- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	General education to NVQ2 level	X			A
Skills / Experience	Good working knowledge of standard IT packages (inc Word, Excel, Outlook etc.)	X			A, T
	General office administration experience	X			A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to set appropriate priorities in the context of the school week/term/year		X		I
Planning capacity and resources	Appreciation of reporting, procedural and administrative deadlines		X		I
Influencing and interpersonal skills	Dealing with a range of contacts including other support staff, teachers, inspectors, suppliers, parents and pupils		X		I, R
	Exchanging generally factual information in an appropriate manner with the full range of contacts		X		I, R

Using initiative	Understanding the Head Teacher's priorities and managing workflow accordingly			X	I
Working independently	Dealing independently with day-to-day administrative issues		X		I
Managing people	Assisting with the orientation and induction of new employees			X	I
Managing resources	Maintaining school stocks (stationery, uniforms etc.)		X		I
	Handling small amounts of cash		X		I
Managing risk	Familiarity with and adherence to school's child protection policy and financial procedures			X	I
Managing oneself	Awareness of opportunities for personal development		X		I

Milton Keynes City Council – Role Profile

Role Title:	School Librarian
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0895
Grade:	B

Purpose of job

To manage the school library, enabling pupils to access services to support learning.

Key Objectives

1	To be responsible for the classification, issue, retrieval and distribution of books and library materials.
2	Keep records of equipment and materials on loan, ensure prompt return and organise subsequent retrieval as required.
3	Input onto manual and computerised records/management information systems, as required.
4	Develop and maintain computerised catalogue.
5	Work with teaching and support colleagues to encourage reading throughout the school.
6	Clean and perform minor repair work on damaged learning resource materials.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Collect, edit and assemble information on items of general or specific interest.
- Maintain records of stocks, issues and usage
- Seek to improve accessibility to the library and its contents, encouraging library use and reading through teamwork with colleagues.

No formal supervisory responsibility but may demonstrate Librarian duties to new or less experienced staff.

Work Profile

- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	General education to NVQ2 level or equivalent		X		
Skills / Experience	Experience of library organisation and procedures			X	
	General administrative experience with working knowledge of standard IT packages including word processing and spreadsheets	X			
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to set appropriate priorities in the context of the school week/term/year		X		I
Planning capacity and resources	Appreciation of procedural and administrative deadlines			X	I
Influencing and interpersonal skills	Dealing with a range of contacts including other support staff, teachers, suppliers, parents and pupils		X		I, R
	Exchanging generally factual information in an appropriate manner with the full range of contacts		X		I, R

Using initiative	Understanding the importance of the library function to the school and maximising opportunities for pupils to access library facilities in support of wider learning			x	I
Working independently	Dealing independently with day-to-day administrative issues		x		I
Managing people	Assisting with the orientation and induction of new employees			x	I
Managing resources	Maintaining library stocks (stationery, books, other learning resources)			x	I
	Handling small amounts of cash		x		I
Managing risk	Familiarity with and adherence to school's child protection policy and financial procedures			x	I
Managing oneself	Awareness of opportunities for personal development		x		I

Milton Keynes City Council – Role Profile

Role Title:	SEN Assistant
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE1006
Grade:	D

Purpose of job

- To provide administrative support to the school's Special Educational Needs Co-ordinator, (SENCO) contributing to the development and use of robust procedures designed to maximise inclusion and ensure optimum outcomes for all pupils.
- Assisting the SENCO by carrying out testing, assessment and observation of SEN pupils, recommending support to teachers when appropriate.

Key Objectives

1	Observe and assess pupils, making recommendations as appropriate, in conjunction with the SENCO, in relation to SEN strategies and programmes.
2	Assist with staff training in SEN processes and procedures.
3	Collation and recording of all SEN information, records and reports.
4	Generation of reports in relation to attendance, punctuality, referrals, attainment and other measurable indicators.
5	Carrying out clerical duties as required.
6	Interacting with individual pupils and parents to encourage uptake of programmes and initiatives aimed at increasing inclusion
7	Liaising with external agencies as appropriate, minuting meetings and following up action points as appropriate.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Use of the school's management information system to collate a wide range of pupil information ranging from personal data to attainment records.
- Interrogation of systems to generate reports in a timely fashion and in an approved format.
- Assist as required with any clerical or administrative procedures supporting the SEN function within the school.
- Interact with pupils, parents and staff to maximise inclusion in relation to individual pupils.

Work Profile

- Post holders will have responsibility for stocks of stationery and other school supplies and equipment.
- Cash handling may be a requirement of the role.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- To maintain confidentiality

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	General education to NVQ level 2 or equivalent	X			A
Skills / Experience	Experience in general office administration with particular IT skills in standard applications such as Word and Excel	X			A
	Experience of working directly with SEN schoolchildren	X			A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Enhanced attention to detail required for record keeping of potentially complicated and sensitive information		X		I, R
Planning capacity and resources	Awareness of statutory reporting and general school deadlines and prioritisation of work to meet internal and external demands.			X	I
Influencing and interpersonal skills	Encouraging pupils to engage with SEN initiatives		X		I, R
	Dealing with sensitive information which may require enhanced confidentiality and tact.		X		I, R

Using initiative	Identifying areas for improvement and suggesting change where appropriate.			X	I, R
Working independently	Confidence to deal independently with day to day administrative and procedural problems as delegated by SENCO.		X		I
Managing people	Assisting in the orientation and induction of new staff members		X		I
Managing resources	Keeping stocks of stationery and other supplies as required		X		I
	Cash handling		X		I
Managing risk	Awareness of and adherence to all school health and safety and child protection policies and procedures.		X		I
Managing oneself	Awareness of opportunities for personal development.	X			I

Learning Support and Welfare Family

Posts in this family augment and support the work of teaching staff in schools in a variety of ways, from ensuring pupils safety while they play to directly delivering lessons under the overall direction of a class teacher.

Teaching Assistants at **Level 1** will support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. **Level 2** posts take responsibility (under the direction and guidance of the class teacher) for particular work/care or support programmes. **Level 3 TAs** have either additional support staff supervisory responsibilities OR a recognised specialism (i.e., a high level of expertise in one or more facets of education as a result of specific long-term training and/or experience). **Level 4 TAs** are generally operating at the old HLTA level and are involved with school-wide development of one or more specialist areas as well as taking responsibility specific learning outcomes and/or managing other TAs.

With regard to cover supervision in the absence of the class teacher, **TA 4** posts will be expected to cover on a scheduled basis for regular absences while **TA 3s** may be asked to cover on an ad hoc basis for unexpected absences. **TA 2** posts may also cover in emergency but may receive additional payment for this. **TA 1** posts will not be expected to cover classes themselves but may assist more senior **TAs** when they provide cover.

The specialist role of **Sports Co-ordinator** operates across the school to encourage the take-up of physical activity options, working closely with teaching and support colleagues to integrate sports and PE into school life.

Nursery Nurses L2 and L1 work in both school nursery settings, ensuring the provision of high-quality care and education for the very young.

Mid-day Supervisors L1 & 2 assist with meal delivery and pupil supervision in common areas during the lunchtime break and contribute to safe and positive play while **L3** supervises teams of MDSs.

Learning Mentors work closely with class teachers and other staff in ensuring that all children are enabled to overcome barriers to learning by engaging with them and their families on an ongoing basis.

Play Leaders, Play Workers and **School Club Assistants** deliver a wide range of activities outside of the school timetable and the **Welfare Assistant** has principal responsibility for health and welfare including medically related assistance.

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L4**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0764**

Grade: **F**

Purpose of job

To work with teachers to plan, organise and support teaching and learning activities for classes. The primary focus is to do specified work with individuals and groups under the direction and supervision of a qualified teacher. Level 4 roles will also be required to provide short-term cover supervision to whole classes on a scheduled and unscheduled basis.

TA Level 4 post holders take responsibility for the management of Teaching Assistants and other classroom support staff across the school and the development of a specialist area.

Key Objectives

1	To complement the professional work of Teachers/ Head Teacher by leading and delivering learning objectives to children and young people as directed
2	Plan and deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/ needs whilst also delivering local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills
3	Manage the work and development of other classroom support staff throughout the school
4	<p>Undertake at least one of the following:</p> <ul style="list-style-type: none">a. provide specialist* support to pupils with learning, behavioural, communication, social, sensory or physical difficulties.b. provide specialist* support to pupils where English is not their first language.c. provide specialist* support to gifted and talented pupils.d. provide specialist* support to all pupils in a particular learning area e.g., ICT, literacy, numeracy, National Curriculum subject) <p>* "specialist" requires the TA to have gained recognised expertise in relation to one or more of the specialisms through long-term, dedicated training and significant targeted practical experience.</p>

5	Assess the needs of pupils using detailed knowledge and specialist skills to support learning and establish productive working relationships with pupils, acting as role model and setting high expectations as well as develop and implement IEPs
6	Organise and manage appropriate learning environment and resources, to include teaching and learning objectives as planned by the class teacher. Evaluate and adjust lessons/ work plans as appropriate within an agreed system of supervision.
7	Support pupils in social and emotional wellbeing, reporting problems to the teacher, as appropriate
8	Supervise individuals and groups of pupils throughout the day, including supervisions in the classroom, playground and dining areas
9	Escort and supervise pupils on educational and out of school activities
10	Level 4 duties may be considered to include any individual tasks listed at Level 1, 2 or 3 when necessary and instructed by the class teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Under the guidance of the Head Teacher, manage the work of Teaching Assistants in the school by scheduling classes, managing temporary absences, dealing with escalated administrative issues, providing feedback on performance and development as required and other appropriate supervisory duties.
- Work with pupils not working to the normal timetable.
- Assess, record and report on development, progress and attainment.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Liaise with other staff and other relevant professionals and provide information about pupils as appropriate.
- Invigilate exams and tests.
- Attend to pupil's personal needs and implement related personal programmes, including social, special medical needs, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	HLTA qualification or equivalent	X			<u>A</u>
Skills / Experience	Specialist skills in one or more curriculum or learning area	X			<u>A</u>
	Experience in managing the work of others		X		<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Ability to plan and deliver designated learning programmes and strategies in conjunction with class teacher(s)	X			<u>I, R</u>
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X			<u>I, R</u>
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	X			<u>I, R</u>
Using initiative	Adapting programmes to suit individual pupils and circumstances and identifying innovative approaches to learning activities		X		<u>I, R</u>

Working independently	Ability to manage the classroom in the absence of the class teacher, maintaining appropriate behaviour and delivering learning activities in accordance with agreed plans	X			I, R
Managing people	Managing Teaching Assistants and other support staff.	X			I, R
Managing resources	Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	X			I, R
	Managing information resources in relation to pupils and TA staff		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L3 (Supervisor)**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0785**

Grade: **E**

Purpose of job

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Under the guidance of the Head Teacher, manage the deployment and supervision of Teaching Assistants (Levels 1 and 2) and other classroom support staff throughout the school.

Key Objectives

1	Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2	Provide short term ad hoc cover supervision of classes.
3	Under the guidance of the Head Teacher, manage the deployment and supervision of Teaching Assistants (Levels A and B) throughout the school.
4	Assess, record and report on development, progress and attainment as agreed with the teacher.
5	Support pupils in social and emotional wellbeing, reporting problems to the teacher, as appropriate.
6	Supervise individuals and groups of pupils throughout the day, including supervisions in the classroom, playground and dining areas.
7	Escort and supervise pupils on educational and out of school activities.
8	Level 3 duties may be considered to include any individual tasks listed at Level 1 or 2 when necessary and instructed by the class teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Under the guidance of the Head Teacher, manage the work of Teaching Assistants in the school by scheduling classes, managing temporary absences, dealing with escalated administrative issues, providing feedback on performance and development as required and other appropriate supervisory duties.
- Work with pupils not working to the normal timetable.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Prepare and present displays.
- Invigilate exams and tests.
- Attend to pupil's personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ3 for Teaching Assistants or equivalent qualifications or experience	X			A
Skills / Experience	Experience of staff management and supervision in a school environment		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to plan and implement learning programmes in conjunction with the class teacher	X			I, R
Planning capacity and resources	Managing the deployment and performance of other TAs and support staff within the school	X			I, R
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X			I, R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	X			I, R

Using initiative	Adapting programmes to suit individual pupils and circumstances and identifying innovative approaches to learning activities		X		I, R
Working independently	Ability to manage the classroom in the absence of the class teacher, maintaining appropriate behaviour and delivering learning activities in accordance with agreed plans	X			I, R
Managing people	Managing Teaching Assistants and other support staff.	X			I, R
Managing resources	Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	X			I, R
	Managing information resources in relation to pupils and TA staff		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L3 (Specialist)**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0768**

Grade: **E**

Purpose of job

To work with teachers to support teaching and learning, providing specialist support to the school in an aspect of the curriculum, age range or additional needs.

Key Objectives

1	Provide learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of allocated pupils.
2	Provide short-term, ad hoc cover supervision of classes.
3	Undertake at least one of the following: e. provide specialist* support to pupils with learning, behavioural, communication, social, sensory or physical difficulties. f. provide specialist* support to pupils where English is not their first language. g. provide specialist* support to gifted and talented pupils. h. provide specialist* support to all pupils in a particular learning area e.g., ICT, literacy, numeracy, National Curriculum subject) * “specialist” requires the TA to have gained recognised expertise in relation to one or more of the specialisms through long-term, dedicated training and significant targeted practical experience.
4	Assess, record and report on development, progress and attainment as agreed with the teacher.
5	Support pupils in social and emotional wellbeing, reporting problems to the teacher, as appropriate.
6	Escort and supervise pupils on educational and out of school activities.

7	May be required to occasionally oversee the work of other class support staff in relation to post holder's specialism or generally to assist class teacher.
8	Level 3 duties may be considered to include any individual tasks listed at Level 1 or 2 when necessary and instructed by the class teacher.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Work with pupils not working to the normal timetable.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.
- Work is normally carried out in the classroom or similar environments, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Prepare and present displays.
- Invigilate exams and tests.
- Attend to pupils' personal needs and implement related personal programmes, including social, specific medical needs, First Aid, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ3 for Teaching Assistants or equivalent qualifications or experience	X			A
Skills / Experience	Experience of staff management and supervision in a school environment		X		A
					A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to plan and implement learning programmes in conjunction with the class teacher	X			I, R
Planning capacity and resources	Managing the deployment and performance of other TAs and support staff within the school	X			I, R
Influencing and interpersonal skills	Ability to relate well to children, parents, teaching staff and other colleagues.	X			I, R
	Establish productive working relationships with pupils and promote inclusion and acceptance of all pupils	X			I, R
Using initiative	Adapting programmes to suit individual pupils and circumstances and identifying innovative approaches to learning activities		X		I, R

Working independently	Ability to manage the classroom in the absence of the class teacher, maintaining appropriate behaviour and delivering learning activities in accordance with agreed plans	X			I, R
Managing people	Managing Teaching Assistants and other support staff.	X			I, R
Managing resources	Assisting with classroom set up. Use and safe keeping of classroom equipment and apparatus	X			I, R
	Managing information resources in relation to pupils and TA staff		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L2 (Dedicated Specific Needs)**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0788**

Grade: **D**

Purpose of job

Support access to learning for pupils with special needs and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Working under the guidance and instruction of the class teacher, take a leading role in the planning and evaluation of one or more specific learning activities or teaching programmes.

The Key Objectives listed below may be assumed to include some or all of those at Level 1, should this be a requirement of the individual school.

Key Objectives

1	Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities.
2	Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3	Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, by arranging/providing resources for lessons/activities under the direction of the teacher. Assist with displays.
4	Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
5	Provide feedback to the pupils in relation to attainment and progress under the guidance of the teacher.
6	Support special needs pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.

7	Assist in escorting and supervising pupils (or independently escort small groups) on educational visits and out of school activities
8	Attend to pupils' personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements of special educational needs specific to the child.
- Assist in the development of individual development plans for pupils (such as Individual Educational Plans)
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Monitor and manage stock and supplies for the classroom.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- No formal supervisory responsibility
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Administer routine tests and invigilate exams and undertake routine marking of pupils work.
- Select, prepare and clear away classroom materials and learning areas ensuring that they are available for use, including developing and presenting displays.
- Attend to pupils' personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school local and national authority guidelines, exercising professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	NVQ2 for Teaching Assistants or equivalent qualifications or experience	X			<u>A</u>
Skills / Experience	Significant experience of working with individuals and groups of children in a classroom setting		X		<u>A</u>
	Experience of one-to-one working with children with special educational needs		X		<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Working with the teacher to ensure preparations are made within the classroom for all learning activities on a daily and weekly basis	X			<u>I</u> , <u>R</u>
Planning capacity and resources	Ensuring adequate resources are available for planned activities	X			<u>I</u> , <u>R</u>
Influencing and interpersonal skills	Encouraging inclusivity and engagement with all learning activities	X			<u>I</u> , <u>R</u>
	Ensuring that all communications are tailored to suit the individual child whatever their particular needs may be	X			<u>I</u> , <u>R</u>

Using initiative	Dealing with day-to-day problems and issues in a confident and creative manner		X		I, R
Working independently	Able to manage individuals and small groups of learners independently during the school day		X		I, R
Managing people	Working co-operatively with class colleagues		X		I, R
Managing resources	Keeping accurate records when required	X			I, R
	Use and safekeeping of classroom equipment		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0797**

Grade: **D**

Purpose of job

Support access to learning for pupils and provide general support to the teacher in the management of pupils, both in and out of the classroom.

Working under the guidance and instruction of the class teacher, take a leading role in the planning and evaluation of one or more specific learning activities or teaching programmes.

Key Objectives

1	Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
2	Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
3	Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans, by arranging/providing resources for lessons/activities under the direction of the teacher. Assist with displays.
4	Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
5	Provide feedback to the pupils in relation to attainment and progress under the guidance of the teacher.
6	Support pupils in social and emotional wellbeing, reporting problems to the teacher as appropriate.
7	Assist in escorting and supervising pupils (or independently escort small groups) on educational visits and out of school activities.

8	Attend to pupils' personal needs and implement related personal programmes, including social, medical needs, First Aid, physical, hygiene and welfare matters with appropriate training/support.
9	Level B duties may be considered to include any of those listed at Level A.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements of special educational needs specific to the child.
- Assist in the development of individual development plans for pupils (such as Individual Educational Plans)
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Monitor and manage stock and supplies for the classroom.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- No formal supervisory responsibility
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Administer routine tests and invigilate exams and undertake routine marking of pupils work.
- Select, prepare and clear away classroom materials and learning areas ensuring that they are available for use, including developing and presenting displays.
- Attend to pupils' personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support.
- To adhere to school local and national authority guidelines, exercising professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ2 for Teaching Assistants or equivalent qualifications or experience	X			A
Skills / Experience	Significant experience of working with individuals and groups of children in a classroom setting		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working with the teacher to ensure preparations are made within the classroom for all learning activities on a daily and weekly basis	X			I, R
Planning capacity and resources	Ensuring adequate resources are available for planned activities	X			I, R
Influencing and interpersonal skills	Encouraging inclusivity and engagement with all learning activities	X			I, R
	Ensuring that all communications are tailored to suit the individual child	X			I, R

Using initiative	Dealing with day-to-day problems and issues in a confident and creative manner		X		I, R
Working independently	Able to manage individuals and small groups of learners independently during the school day		X		I, R
Managing people	Working co-operatively with class colleagues		X		I, R
Managing resources	Keeping accurate records when required	X			I, R
	Use and safekeeping of classroom equipment		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.	X			I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L1 (Dedicated Specific Needs)**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0802**

Grade: **B**

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils with special educational needs and providing general support to the teacher in the management of pupils and the classroom.

Key Objectives

1	Support pupils with special needs to understand instructions and encourage independent learning wherever possible
2	Attend to special needs pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support
3	Assist with the planning and preparation of activities and in the delivery of local and national initiatives
4	Prepare the learning environment as directed for lessons and clear up learning environment and resources.
5	Assist with the display of pupils' work
6	Assist with break /lunch time supervision including facilitating games and activities
7	Assist with escorting pupils on educational visits and out of school activities
8	Support pupils in emotional wellbeing, reporting issues to the teacher when appropriate

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children.
- Prepare and maintain equipment/resources as directed by the teacher.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate.
- Encourage pupils to interact with others constructively and engage in activities led by the teacher.
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Good basic education with proficiency in numeracy, literacy and ICT	X			A
Skills / Experience	Experience of working with children in a learning or play environment		X		A
	Experience of one-on-one working with children with special educational needs		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working under instruction to prepare and deliver learning activities and general classroom support		X		I, R
Planning capacity and resources	Use and safekeeping of classroom equipment.		X		I, R
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning, particularly with pupils with special educational needs		X		I, R
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X		I, R
Using initiative	Using agreed techniques and processes to deal with day-to-day issues and problems		X		I, R

Working independently	Working with individuals and small groups under the guidance and supervision of the class teacher		X		I, R
Managing people	Co-operative working with colleagues		X		I, R
Managing resources	Equipment; Keeping accurate records when required		X		I, R
Managing risk	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X		I, R
Managing oneself	Awareness of opportunities for professional self-improvement		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Teaching Assistant L1**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0806**

Grade: **B**

Purpose of job

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, supporting access to learning for pupils and providing general support to the teacher in the management of pupils and the classroom.

Key Objectives

1	Support pupils to understand instructions, encourage independent learning and maximise the inclusion of all pupils including those with special needs.
2	Attend to pupils' personal needs and assist the implementation of related personal programmes, including social, basic medical, First Aid, physical, hygiene and welfare matters with appropriate training/support.
3	Assist with the planning and preparation of activities and in the delivery of local and national initiatives.
4	Prepare the learning environment as directed for lessons and clear up learning environment and resources.
5	Assist with the display of pupils' work.
6	Assist with break /lunch time supervision including facilitating games and activities.
7	Assist with escorting pupils on educational visits and out of school activities.
8	Support pupils in emotional wellbeing, reporting issues to the teacher when appropriate.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Have familiarity with all relevant statements/documents of special educational needs specific to individual children.
- Prepare and maintain equipment/resources as directed by the teacher.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Work is normally carried out in the classroom or similar environment, which may sometimes involve exposure to noise or other unpleasant conditions.

Work Profile

- Establish good relationships with pupils, acting as role model and ensure awareness of individual needs, responding appropriately when appropriate.
- Encourage pupils to interact with others constructively and engage in activities led by the teacher.
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers as directed.
- Adhere to school, local and national authority guidelines, exercising professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality at all times.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Good basic education with proficiency in numeracy, literacy and ICT	X			A
Skills / Experience	Experience of working with children in a learning or play environment		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working under instruction to prepare and deliver learning activities and general classroom support		X		I, R
Planning capacity and resources	Use and safekeeping of classroom equipment.		X		I, R
Influencing and interpersonal skills	Encouraging inclusivity and engagement in learning		X		I, R
	Interaction with other pupils, colleagues, parents and others in a positive and inclusive manner		X		I, R
Using initiative	Using agreed techniques and processes to deal with day-to-day issues and problems		X		I, R

Working independently	Working with individuals and small groups under the guidance and supervision of the class teacher		X		I, R
Managing people	Co-operative working with colleagues		X		I, R
Managing resources	Equipment; Keeping accurate records when required		X		I, R
	Full working knowledge of relevant policies and practices in relation to health and safety, safeguarding, child protection.		X		I, R
Managing risk	Awareness of opportunities for professional self-improvement		X		I, R
Managing oneself	Good basic education with proficiency in numeracy, literacy and ICT	X			A

Milton Keynes City Council – Role Profile

Role Title:	Sports Co-ordinator
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0718
Grade:	F

Purpose of job

To lead on the development of PE and games within the school by planning and delivering programmes of activity for all pupils. Work closely with Head Teacher and colleagues to integrate a comprehensive and inclusive approach to sports and physical activity at all levels.

Key Objectives

1	Raise standards of pupil achievement in physical skills, fitness and health awareness.
2	Design and deliver specific programmes of physical activity to engage all pupils in their own personal development.
3	Encourage all children to engage in regular physical activity, to co-operate with others and to develop an enthusiasm for PE and games.
4	Assess, record and report on development, progress and attainment.
5	Ensure inclusion of all pupils in appropriate sports, games and other activities.
6	Supervise colleagues, volunteers and others in the delivery of particular sporting activities.
7	Escort and supervise pupils on out of school activities.
8	Manage the school's PE resources including the purchase and maintenance of equipment.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Manage staffing and equipment resources including procuring and maintaining stocks and apparatus.
- Develop robust and comprehensive assessment and recording methods to track individual pupils' progress and provide relevant feedback.
- Co-ordinate activities with classroom-based colleagues including teachers and teaching assistants.
- Work closely with premises staff including caretaker(s) and cleaners to ensure a safe environment for all physical activities.
- Work effectively with groups and individuals to encourage involvement at all ages and levels of ability.
- Develop effective communications strategy to keep colleagues, pupils, parents and others fully informed at all times.
- Encourage appropriate behaviour in a sporting context, developing concepts of good behaviour, self-discipline, fair play, personal goal setting and continued personal improvement in all pupils.

Work Profile

- Attend to pupil's personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support.
- Adhere to school local and national authority guidelines and exercise professional discretion at all times.
- Be prepared to work flexibly in relation to the scheduling of timetabled and extra-curricular activities.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- Maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Teaching Assistant/Sports Coaching qualification to NVQ 3 level or equivalent		X		
Skills / Experience	Significant experience in the delivery of programmes of physical activity to children	X			
	Sound understanding of health and safety in a PE/games context	X			
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to plan for a full academic year, assessing needs and ensuring provision of appropriate human and physical resources to deliver agreed programmes of activity		X		I, R
Influencing and interpersonal skills	Encourage pupils to take up and participate fully in a wide range of sporting and other physical activities	X			I, R
	Ensure that the development of physical activity is fully integrated into wider school planning activities		X		I, R
Using initiative	Keep abreast of developments in relation to school PE and games, refreshing and improving the range of activities wherever possible		X		I, R

Working independently	Work closely with the Head Teacher and other support staff to develop programmes of activity and take personal responsibility for their delivery		X		I, R
Managing people	Plan and co-ordinate the work of other support staff and volunteers in the delivery of sporting activities		X		I, R
Managing resources	Identify and procure (in consultation with HT or other school management personnel) appropriate equipment and consumables, ensuring their safe use and secure storage		X		I, R
Managing risk	Be fully aware of health and safety implications of all physical activities. Be committed to safeguarding and child protection.	X			I, R
Managing oneself	Provide leadership and encourage by example in relation to personal attainment and improvement	X			I, R

Milton Keynes City Council – Role Profile

Role Title:	Nursery Nurse L2
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0765
Grade:	F

Purpose of job

Provide high quality care and education that meets the needs of early years children under the age of 5 in a school setting.

Key Objectives

1	Observe, monitor, evaluate and record all aspects of the children's development in line with the Early Years / Foundation Stage Curriculum in order that every child will fulfil their potential.
2	Provide a welcoming and stimulating learning environment to enable children to learn through play and grow in confidence.
3	Encourage parents to be partners in their child's development through communication and positive engagement and by working together to create a positive impact on the children's learning.
4	Ensure appropriate standards of safety and security are maintained at all times to safeguard the welfare of the children in line with the Statutory Welfare Requirements.
5	Plan, develop and deliver stimulating educational and play activities, encouraging children to participate and interact positively with others.
6	Supervise other support staff and contribute to the training of students, work experience pupils and other members of staff.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- As a key worker in the Early Years/Foundation 2 environment within the school, the role holder will be ultimately accountable to the Head Teacher.
- Post holders will work directly with an allocated key group of children under the age of 5.
- The role holder will be required to develop good relationships with the children in order that they can meet their needs and obtain the best educational, social and personal outcomes from their time at school.
- The role holder will need to communicate robustly and with confidence with parents providing daily feedback on their child, and also at the parent's evenings, where they will need to be able to discuss individual children and actively encourage parents to participate in their educational and social development.
- The role holder will liaise with a range of other internal and external colleagues to ensure a joined-up approach to assessing and meeting the needs of individual children.

Work Profile

- The role holder will be responsible for the supervision of childcare students and the development of their practice, completing reports at the end of the placement and generally liaising with college tutors and mentors on all matters.
- The role holder will assist in the day-to-day domestic duties of the school and observe, plan, prepare, implement and evaluate the work and activities of the children.
- The role's remit will include responsibility for the health, safety and personal hygiene of young children and will include toileting and domestic duties where necessary.
- The role holder will have a responsibility to adhere to the appropriate standards of safety, security and hygiene and specifically ensure adherence to the welfare requirements in line with the Early Years Foundation Stage Curriculum regulated by OFSTED and council policy and procedures ensuring safeguarding of the children.
- As part of the Early Years/Foundation 2 team, the role holder will be required to attend staff meetings and parents' evenings and keep up to date on new developments on policies and practice surrounding childcare, education and play.
- The curriculum activities at the school will require the role holder to participate in a variety of events out of school hours.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	NVQ 3 in Early Years and Childcare or equivalent	X			<u>A</u>
Skills / Experience	Significant experience in an Early Years/Foundation 2 school setting	X			<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Ability to develop session plans to meet the needs of individuals and groups	X			<u>I, R</u>
Planning capacity and resources	Careful use safekeeping of equipment and educational materials		X		<u>I, R</u>
Influencing and interpersonal skills	Ability to engage with young children to encourage their full participation in educational and social learning activities	X			<u>I, R</u>
	Ability to assist with the training and mentoring of new staff and students.		X		<u>I, R</u>
Using initiative	Ability to find creative solutions to day-to-day problems in the Early Years/Foundation 2 environment	X			<u>I, R</u>

Working independently	Supervise groups of young children in a classroom or approved external setting	X			I, R
Managing people	Co-ordinate other support staff, volunteers or students in the delivery of activities		X		I, R
Managing risk	Be fully aware of, and act in compliance with all council and legal policies and procedures in relation to the health, welfare and safety of children	X			I, R
Managing oneself	Be aware of opportunities for self-improvement wherever possible	X			I, R

Milton Keynes City Council – Role Profile

Role Title:	Nursery Nurse L1
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0776
Grade:	E

Purpose of Role

Provide high quality care and education that meets the needs of Early Years / Foundation 2 children under the age of 5 in a school setting.

Key Objectives

1	Provide a welcoming and stimulating learning environment to enable children to learn through play and grow in confidence
2	Observe, monitor, evaluate and record all aspects of the children's development in line with the Early Years Foundation Stage Curriculum in order that every child will fulfil their potential
3	Ensure appropriate standards of safety and security are maintained at all times to safeguard the welfare of the children in line with the Statutory Welfare Requirements
4	Encourage parents to be partners in their child's development by working together and having a positive impact on the children's learning
5	Ensure appropriate standards of hygiene are met at all times in line school policies and procedures

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- As a key person within the class, the role-holder will work directly with a specific "key group" of children under the age of 5.
- The role is based in a primary school, working alongside the learning team, children and their families providing personal care (including toileting and changing of nappies etc.) to cater for the health and hygiene needs of the children.

- The role holder will be required to develop good relationships with the children in order that they can meet their needs and obtain the best educational, social and personal outcomes.
- The role holder will need to communicate and relate to parents in the day-to-day work of the class and also at parent's evenings when they will need to be able to discuss the development of individual children.
- The role holder may communicate with SENCO, Speech and Language Therapists, Educational Psychologists, Caseworkers, Development Workers, Qualified Teachers and other childcare providers in supporting the child.

Work Profile

- The role holder will assist in the day-to-day domestic duties of the school and observe, plan, prepare, implement and evaluate the work and activities of the children.
- The role's remit will include responsibility for the health, safety and personal hygiene of young children and will include toileting and domestic duties where necessary.
- The role holder will have a responsibility to adhere to the appropriate standards of safety, security and hygiene and specifically ensure adherence to the welfare requirements in line with the Early Years Foundation Stage Curriculum regulated by OFSTED and council policy and procedures ensuring safeguarding of the children.
- As part of the Early Years/Foundation 2 team, the role holder will be required to attend staff meetings and parents' evenings and keep up to date on new developments on policies and practice surrounding childcare, education and play.
- The curriculum activities at the school will require the role holder to participate in a variety of events out of school hours.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	NVQ 2 in Early Years and Childcare or equivalent	X			<u>A</u>
Skills / Experience	Significant experience in a school/educational setting	X			<u>A</u>
Competencies				Competencies	Level
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Ability to develop session plans to meet the needs of individuals and groups		X		<u>I, R</u>
Planning capacity and resources	Careful use safekeeping of equipment and educational materials		X		<u>I, R</u>
Influencing and interpersonal skills	Ability to engage with young children to encourage their full participation in educational and social learning activities	X			<u>I, R</u>
	Ability to assist with the training and mentoring of new staff and students.		X		<u>I, R</u>
Using initiative	Ability to find creative solutions to day-to-day problems in the school environment		X		<u>I, R</u>

Working independently	Supervise groups of young children in a nursery class or approved external setting	X			I, R
Managing people	Work well alongside support staff, volunteers or students in the delivery of activities		X		I, R
Managing resources	Use and safekeeping of classroom equipment	X			I, R
	Keeping accurate records	X			I, R
Managing risk	Be fully aware of, and act in compliance with all council and legal policies and procedures in relation to the health, welfare and safety of children	X			I, R
Managing oneself	Be aware of opportunities for self-improvement wherever possible		X		I, R

Milton Keynes City Council – Role Profile

Role Title: **Mid-day Supervisor L3**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0796**

Grade: **C**

Purpose of job

To lead a team of midday staff, monitoring pupils' behaviour during the midday break

Key Objectives

1	Line manage all midday assistants and supervisors, including overseeing and managing duty rotas for midday supervision.
2	Ensure and oversee the supervision of pupils during midday break and respond to challenging behaviour as reports by other midday staff.
3	Oversee and participate in dining room supervision, ensuring that spillages of food or liquid during meal service are cleaned up, tables are wiped down and dining areas are cleaned between meals.
4	Liaise with colleagues on how to meet any individual pupil needs e.g., special needs.
5	Communicate with pupils during midday breaks to encourage healthy and balanced meal selection.
6	Plan and organise recreational and physical activities during the midday break.
7	Undertake playground supervisions and report incidents in line with school policy.
8	Operate till and take money/vouchers as meal payment.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break.
- Supervise midday assistants.
- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at mealtimes.
- Responsible for the use of equipment and consumables and may handle small sums of cash, and / or select and order playground consumables.
- Occasionally exposed to emotionally demanding situations during the midday break. Senior staff taking responsibility for resolving issues.
- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning.

Work Profile

- Responsible for overseeing Midday Supervisors, ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- Plan and allocate the work of midday assistants to ensure the adequate supervision of pupils during the midday break.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications					
Skills / Experience	Knowledge of school routines and behavioural procedures		X		A
	Experience of staff supervision		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Awareness of school timetable, recurring activities throughout the term / school year		X		I
Planning capacity and resources	Drawing up and implementing rota for teams		X		I
Influencing and interpersonal skills	Encouraging professional and appropriate standards in team		X		I
	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		X		I
Using initiative	Reacting positively and appropriately to day-to-day situations; dealing with escalated issues		X		I

Working independently	Dealing with day-to-day incidents and minor emergencies without recourse to school management staff		x		I
Managing people	Supervision of team		x		I
Managing resources	Use and safe keeping of equipment and materials where relevant		x		I
Managing risk	Awareness of school standards and practices in relation to health and safety, child protection etc		x		I
Managing oneself	Awareness of opportunities for self-improvement at all times		x		I

Milton Keynes City Council – Role Profile

Role Title: **Mid-day Supervisor L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0809**

Grade: **B**

Purpose of job

EITHER

To work as part of a team, supervising other staff and monitoring pupils' behaviour during the midday break.

OR

To work as part of a team in a special school, monitoring pupils' behaviour during the midday break.

Key Objectives

1	Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break.
2	Supervise midday assistants OR work in an exclusively special needs environment.
3	Oversee and participate in dining arrangements this includes the cleaning up of spillages of food or liquid during meal service and wiping down of tables and clean dining areas between meals.
4	Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
5	Encourage pupils to select and eat healthy balanced meals.
6	Operate tills and take money / vouchers as meal payment.
7	Communicate with pupils during midday breaks to encourage healthy meal selection and oversee play activities.
8	Undertake playground supervision.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Oversee the supervision of activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break.
- Supervise midday assistants.
- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at mealtimes.
- Oversee the clean-up spillages of food or liquid during meal service and
- Wiping down tables and clean dining areas between meals.
- May handle small amounts of cash.
- Undertake similar work at other times, such as before and after school.
- Responsible for the use of equipment and consumables and may handle small sums of cash, and / or select and order playground consumables.
- Occasionally exposed to emotionally demanding situations during the midday break. Senior staff taking responsibility for resolving issues.
- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning.

Work Profile

- IN MAINSTREAM SCHOOLS: Responsible for overseeing Midday Supervisors, ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating. Plan and allocate the work of midday assistants to ensure the adequate supervision of pupils during the midday break.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications					
Skills / Experience	Knowledge of school routines and behavioural procedures		X		A
	Experience of staff supervision			X	A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Awareness of school timetable, recurring activities throughout the term / school year			X	I
Planning capacity and resources	Assisting with rota management		X		I
Influencing and interpersonal skills	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		X		I
Using initiative	Reacting positively and appropriately to day-to-day situations		X		I

Working independently	Dealing with day-to-day incidents and minor emergencies		x		I
Managing people	Assistance with supervision of team/volunteers when required		x		I
Managing resources	Use and safe keeping of equipment and materials where relevant		x		I
Managing risk	Awareness of school standards and practices in relation to health and safety, child protection etc		x		I
Managing oneself	Awareness of opportunities for self-improvement at all times		x		I

Milton Keynes City Council – Role Profile

Role Title: **Mid-day Supervisor L1**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0818**

Grade: **A**

Purpose of job

To work as part of a team monitoring pupils' behaviour during the midday break.

Key Objectives

1	Supervise activities and maintain the health, safety, welfare, good conduct and safeguarding of pupils during the midday break, having regard to special or additional needs.
2	Assist in the supervision of other activities during the midday break, including setting out and storing equipment.
3	Encourage pupils to select and eat healthy balanced meals.
4	Operate tills and take money/vouchers as meal payment.
5	Communicate with pupils during midday breaks to encourage healthy meal selection and oversee play activities.
6	Clean up spillages of food or liquid during meal service.
7	Wipe down tables and clean dining areas between meals.
8	Report incidents in line with school policy.

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Scope

- Responsible for safe supervision of pupils and careful use of dining room equipment and facilities at mealtimes.
- Clean up spillages of food or liquid during meal service.
- Wipe down tables and clean dining areas between meals.

- May handle small amounts of cash.
- Undertake similar work at other times, such as before and after school.
- Occasionally exposed to emotionally demanding situations during the midday break. Senior staff taking responsibility for resolving issues.
- Report incidents in line with school policy.
- Requires normal physical effort or stamina, with shorter periods of greater effort including carrying loads and cleaning.

Work Profile

- Ensuring pupils eat healthily in a safe environment, using persuasive skills to encourage healthy eating.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications					
Skills / Experience	Knowledge of school routines and behavioural procedures			X	A
					A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Awareness of school timetable			X	I
Influencing and interpersonal skills	Advising / encouraging pupils in relation to healthy eating practices and appropriate behaviour		X		I
Using initiative	Reacting positively and appropriately to day-to-day situations		X		I
Working independently	Dealing with day-to-day incidents and minor emergencies		X		I

Managing resources	Use and safe keeping of equipment and materials where relevant		x		I
Managing risk	Awareness of school standards and practices in relation to health and safety, child protection etc.		x		I
Managing oneself	Awareness of opportunities for self-improvement at all times		x		I

Milton Keynes City Council – Role Profile

Role Title: **Learning Mentor L2**

Service Group: **Children and Families**

Accountable to: **Head Teacher**

JE Ref: **JE0784**

Grade: **F**

Purpose of job

To work with teaching and support colleagues to identify pupils in need of help overcoming barriers to learning. To personally deliver appropriate packages of personal support to pupils in conjunction with colleagues, families and external agencies.

Key Objectives

1	Liaise with teaching staff to identify and assess the needs of pupils requiring additional support to overcoming barriers to learning.
2	In conjunction with teaching staff, pastoral support colleagues and external agencies, develop individual action plans for targeted pupils.
3	Develop meaningful relationships with targeted pupils to encourage their engagement with raising personal achievement.
4	Maintain contact with pupils' families/carers to inform them of progress and issues and encourage their active participation in pupils' action plans.
5	Analyse progress through observation and consultation and provide qualified input into pupil reviews and assessments.
6	Personally provide extra support to pupils through knowledge of a range of activities and opportunities available to them.
7	Collate information and maintain records of pupil achievement and attendance.
8	Support the transition of pupils between phases.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be

undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- May be required to participate in home visits to support pupils and discuss issues and progress with families.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of teachers.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.

Work Profile

- No formal supervisory responsibility
- Assess priorities and manage working time independently but co-ordinate with others to ensure a joined-up approach to pupil interventions.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ 3 Teaching Assistant qualification or equivalent		X		A
Skills / Experience	Significant experience of working with individuals and small groups to encourage participation and engagement in education		X		A, R
	Working directly with pupils in a school setting	X			A, R
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to assess priorities and work flexibly with others to maximise effectiveness of pupil interventions	X			I, R
Planning capacity and resources	Securing and deploying school resources in the provision of pupil support		X		I, R
Influencing and interpersonal skills	Engaging with pupils to understand their needs and assisting them to fully participate in overcoming barriers to learning	X			I, R
	Developing meaningful relationships with families and other support groups to help focus on the needs of pupils		X		I, R
Using initiative	Ability to adapt to changing circumstances quickly and appropriately, using novel approaches where indicated		X		I, R

Working independently	Setting own priorities (in consultation with teachers and other colleagues) and dealing authoritatively with situations when working alone		X		I, R
Managing people	Understanding the needs and priorities of others in co-operative working	X			I, R
Managing resources	Maintaining equipment		X		I, R
	Maintaining accurate and highly confidential records		X		I, R
Managing risk	Full awareness of safeguarding and child protection issues, procedures and codes of practice	X			I, R
Managing oneself	Awareness of opportunities for self-improvement at all times	X			I, R

Milton Keynes City Council – Role Profile

Role Title:	Learning Mentor L1
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0787
Grade:	E

Purpose of job

To mentor one or a small group of pupils who require additional support to overcome barriers to learning under the guidance of the teacher/senior staff.

Key Objectives

1	Liaise with teaching staff to provide particular support to targeted pupils to raise achievement and attendance.
2	Provide input into the identification of needs, assessing those pupils needing extra support and the development of individual action plans for targeted pupils.
3	Work in a one-to-one relationship with targeted pupils to implement an action plan.
4	Assist in maintaining contact with pupils' families/carers to inform them of progress and issues.
5	Provide extra support to pupils through knowledge of a range of activities and opportunities available to them.
6	Collate information and maintain records of pupil achievement and attendance.
7	Support the transition of pupils between phases.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- May be required to participate in home visits to support pupils and discuss issues and progress.
- Select and adapt appropriate resources/methods to facilitate agreed learning activities.
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher.
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.

Work Profile

- No formal supervisory responsibility.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ3 Teaching Assistant qualification or equivalent		X		
Skills / Experience	Significant experience of working with individuals and small groups to encourage participation and engagement in education		X		
	Working directly with pupils in a school setting	X			
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Ability to work flexibly with others to maximise effectiveness of pupil interventions	X			I, R
Planning capacity and resources	Securing and deploying school resources in the provision of pupil support		X		I, R
Influencing and interpersonal skills	Engaging with pupils to understand their needs and assisting them to fully participate in overcoming barriers to learning	X			I, R
	Developing meaningful relationships with families and other support groups to help focus on the needs of pupils		X		I, R
Using initiative	Ability to adapt to changing circumstances quickly and appropriately, using novel approaches where indicated		X		I, R

Working independently	Dealing confidently with situations when working alone		X		I, R
Managing people	Understanding the needs and priorities of others in co-operative working	X			I, R
Managing resources	Maintaining equipment		X		I, R
	Maintaining accurate and highly confidential records		X		I, R
Managing risk	Full awareness of safeguarding and child protection issues, procedures and codes of practice	X			I, R
Managing oneself	Awareness of opportunities for self-improvement at all times	X			I, R

Milton Keynes City Council – Role Profile

Role Title:	Playleader
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0770
Grade:	F

Purpose of job

To be responsible for planning, managing and overseeing the Breakfast Club, Afterschool Club and Holiday Club for a range of age groups

Key Objectives

1	To implement a stimulating and varied programme of activities which meets the physical, social, emotional, cultural and intellectual needs of the children in a non-sexist, non-racist manner.
2	To manage and lead a staff team, including managing rotas and handling absences/leave and sickness.
3	Manage an agreed budget in line with financial policies and procedures.
4	To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child.
5	To ensure that food provided is balanced and healthy in accordance with recommended dietary requirements and that food preparation/handling is carried out within Food Safety guidelines.
6	Lead planning sessions with staff team including allocation of resources and liaison with parents/carers about themes as necessary.
7	To ensure a close liaison with the school and other related agencies.
8	To be responsible, with other team members, for ensuring that play materials and equipment used is maintained and stored appropriately.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be

undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure that activities are carried out in a safe and responsible manner in accordance with the National Standards for Out of School provision and Health and Safety
- Ensure that the arrival and departure of children is properly recorded and monitored.
- Assist with serving of refreshments to children.
- Ensure that day to day administration and record keeping is maintained.
- To administer any first aid as required and appropriate

Work Profile

- Ensure team managed have adequate support for preparing activities, organising programmes/themes and arranging equipment.
- To assist with the setting out of equipment and ensure all cleaning and tidying is completed at end of the session.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	A recognised childcare qualification to NVQ3 level or equivalent	X			A
Skills / Experience	Experience of staff and resource management in a childcare related environment		X		A
	Budget management		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Termly/school year planning programmes of events. Planning and implementing fundraising activities.		X		I, R
Planning capacity and resources	Ability to relate child-centred planning to resource management (staff, finance, premises, equipment etc.)		X		I, R
Influencing and interpersonal skills	Team management	X			I, R
	Encouraging colleagues, volunteers, parents etc to participate in play / school club activities		X		I, R
Using initiative	Dealing creatively with day-to-day issues, problems and pressures.		X		I, R

Working independently	Handling day to day issues (often out of normal school hours) without recourse to senior school management		X		I, R
Managing people	Line management of school support staff		X		I, R
Managing resources	Small scale budget / physical resource / information management		X		I, R
	Staff deployment and supervision		X		I, R
Managing risk	Thorough awareness of all legal and regulatory frameworks relating to childcare	X			I, R
Managing oneself	Awareness of opportunities for self-development		X		I, R

Milton Keynes City Council – Role Profile

Role Title:	Deputy Playleader
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0777
Grade:	E

Purpose of job

To be responsible for planning, managing and overseeing the Breakfast Club, Afterschool Club and Holiday Club for a range of age groups.

Key Objectives

1	To deputise in the absence of the Playleader, as appropriate.
2	To take delegated responsibility for the day to day running of one or more school club activities.
3	To assist in the implementation of a stimulating and varied programme of activities which meets the physical, social, emotional, cultural and intellectual needs of the children in a non-sexist, non-racist manner.
4	To assist in supervising a team of Play Workers and other Assistants.
5	To develop and maintain good relationships and communications with parents/carers to facilitate meeting the needs of each child.
6	To ensure that food provided is balanced and healthy in accordance with recommended dietary requirements and that food preparation/handling is carried out within Food Safety guidelines
7	To assist with planning sessions with staff team including allocation of resources and liaison with parents/carers about themes as necessary.
8	To ensure a close liaison with the school and other related agencies.

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Scope

- To be responsible, with other team members, for ensuring that play materials and equipment used is maintained and stored appropriately.
- Ensure that activities are carried out in a safe and responsible manner in accordance with the National Standards for Out of School provision and Health and Safety
- Ensure that the arrival and departure of children is properly recorded and monitored.
- Assist with serving of refreshments to children.
- Ensure that day to day administration and record keeping is maintained.
- To administer any first aid as required and appropriate.

Work Profile

- To assist with the setting out of equipment and ensure all cleaning and tidying is completed at end of the session.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	A recognised childcare qualification to NVQ3 level or equivalent	X			A
Skills / Experience	Experience of staff and resource management in a childcare related environment			X	A
	Budget management			X	A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Contribution to termly/school year planning programmes of events.		X		I, R
Planning capacity and resources	Short term planning of sessions/events		X		I, R
Influencing and interpersonal skills	Delegated team supervision		X		I, R
	Encouraging colleagues, volunteers, parents etc to participate in play / school club activities		X		I, R
Using initiative	Dealing creatively with day-to-day issues, problems and pressures.		X		I, R
Working independently	Handling day to day issues (often out of normal school hours) without recourse to senior school management		X		I, R

Managing people	Delegated supervision of school support staff		X		I, R
Managing resources	Contribution to small scale budget / physical resource / information management		X		I, R
	Assistance with rota management and supervision		X		I, R
Managing risk	Thorough awareness of all legal and regulatory frameworks relating to childcare	X			I, R
Managing oneself	Awareness of opportunities for self-development		X		I, R

Milton Keynes City Council – Role Profile

Role Title:	Play Worker L2
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0798
Grade:	D

Purpose of job

- Plan and prepare activities to aid social development of pupils.
- To supervise other play workers and support pupils during breaks, before and after school, through leading play activities.

Key Objectives

1	Supervise and direct the work of other play workers.
2	Supervise pupils' play activities outside before school, during the midday break and after school.
3	Make decisions about types of play activities undertaken and encourage pupils to engage in activities.
4	Oversee play activities to enhance pupils free time, providing safe, creative, appropriate play opportunities which supports intellectual, physical, social and emotional development.
5	Oversee the organisation, maintenance and cleanliness of play equipment, ensuring safe storage.
6	Implement the school behaviour policy and report issues of concern to supervisor or line manager.
7	To undertake and support staff to undertake observations of pupils' development and keep appropriate records.
8	May be required to handle cash, in line with the school's financial policy.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Supervise a small number of Play Workers
- Lead play activities which may involve carrying moderate weights with extended periods of activity.
- Prepare games and activities.
- Set up and storage of portable equipment/resources.
- Supervise the transitions of pupils from internal to external areas.
- To carry out accurate administrative duties within the setting in line with agreed policies and procedures
- Keep an up-to-date inventory of equipment and replace when required.
- Encourage parent/carers involvement and support.

Work Profile

- Ensure play areas are supervised before school, during lunchtime and after school.
- Lead play outside before school, during lunchtime and after school
- Support midday assistants in delivering midday play activities.
- Supervises the play activities of individual and groups of pupils.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of leading pupils during play activities.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ3 in childcare or equivalent qualifications or experience		X		A
Skills / Experience	Significant experience in working with children in a childcare/play environment		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Planning session resources and activities		X		I
Influencing and interpersonal skills	Encouraging children to engage with play activities and behave in an appropriate manner		X		I
	Lead team members by example		X		I
Using initiative	Deal with day-to-day issues positively and creatively		X		I
Working independently	Work independently with individuals or small groups when required		X		I
Managing people	Assist with orientation of new team members		X		I

Managing resources	Use and safekeeping of equipment		X		I
	Keeping written/electronic records as required		X		I
Managing risk	Awareness of council policy and procedures in relation to childcare including health and safety, child protection		X		I
Managing oneself	Awareness of opportunities for self-development		X		I

Milton Keynes City Council – Role Profile

Role Title:	Play Worker L1
Service Group:	Children and Families
Accountable to:	Head Teacher
JE Ref:	JE0805
Grade:	B

Purpose of job

To support pupils during breaks, before and after school through leading play activities.

Key Objectives

1	Supervise pupils' play activities outside before school, during the midday break and after school.
2	Oversee play activities to enhance pupils free time, providing safe, creative, appropriate play opportunities.
3	Organise, maintain and clean play equipment, ensuring safe storage.
4	Maintain standards of behaviour that comply with the school behaviour policy.
5	Supervise the transition of pupils from internal to external areas.
6	Set up and storage of portable equipment/resources.
7	Carry out personal care and hygiene duties.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Encourage, support and supervise pupils in play activities during breaks and before and after school.
- Uses analytical skills to address particular pupil needs.
- Leads play activities which may involve carrying moderate weights with extended periods of activity.

Work Profile

- Prepare games and activities.
- Support midday assistants in delivering midday play activities.
- Supervises the play activities of individual and groups of pupils.
- Makes decisions about types of play activities undertaken and encourage pupils to engage in activities.
- Occasionally exposed to emotionally demanding behaviours and situations as a result of leading pupils during play activities.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ2 in childcare or equivalent qualifications or experience		X		A
Skills / Experience	Experience in working with children in a childcare/play environment		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Assisting with planning session resources and activities		X		I
Influencing and interpersonal skills	Encouraging children to engage with play activities and behave in an appropriate manner		X		I
	Work well with team members		X		I
Using initiative	Deal with day-to-day issues positively and creatively		X		I
Working independently	Work independently with individuals or small groups when required		X		I
Managing people	Assist with orientation of new team members		X		I

Managing resources	Use and safekeeping of equipment		X		I
	Keeping written/electronic records as required		X		I
Managing risk	Awareness of council policy and procedures in relation to childcare including health and safety, child protection		X		I
Managing oneself	Awareness of opportunities for self-development		X		I

Milton Keynes City Council – Role Profile

Role Title: **School Club Assistant L3**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0781**

Grade: **F**

Purpose of job

- To lead and be responsible for the day-to-day management of before- or after- school provision, providing educational and recreational activities to pupils in a safe secure environment.
- Formal line management responsibility for the school club team.

Key Objectives

1	Manage and quality assure the before and/or after school provision including developing and implementing strategies to improve it.
2	Manage an agreed budget responsible for payments from pupils, parents/carers and to suppliers.
3	Manage the preparation of healthy food/snacks.
4	Work with and develop good links with external agencies such as health professionals, sports providers.
5	Monitor the pupils needs and develop methods of meeting those needs.
6	Manage and develop staff to deliver educational and recreational activities.
7	Oversee the preparation and clearing away of premises and ensure Health and Safety is adhered to and adequate first aid provision is available.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Accountable for delivery of activities to pupils during school club sessions
- Develop the provision and implement strategies to improve it.
- Responsible for the day-to-day administration of the provision, including record and bookkeeping.
- May be required to organise fund raising events.
- Work is mainly in a classroom or similar environment, but can involve outside activities and unpleasant conditions such as noise, dirt.
- Requires normal physical effort and stamina, including some periods of standing, participating in physical activities or carrying equipment.

Work Profile

- Train those on placements or volunteers who assist with the delivery of activities.
- Set up and clean equipment ensuring that all equipment used is safe.
- Develop relationships with parents/carers and school community to promote and encourage involvement.
- Produce reports/evaluations as required.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	NVQ4 for Teaching Assistant or equivalent experience	X			<u>A</u>
Skills / Experience	Experience of working with children in an educational / care setting	X			<u>A</u>
	Experience of supervising / managing a team		X		<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Plan the provision of a comprehensive package of educational and recreational activities		X		<u>I</u>
Planning capacity and resources	In conjunction with school management, administer delegated budget and lead on procurement, staffing strategy etc.		X		<u>I</u>
Influencing and interpersonal skills	Lead a team, establish links with service providers, external agencies, parents and colleagues		X		<u>I</u>
	Encourage take-up of after-school provision and encourage engagement by pupils		X		<u>I</u>
Using initiative	Deal creatively with issues and challenges		X		<u>I</u>

Working independently	Operate within overall school plans and guidelines but lead after-school provision autonomously		x		I
Managing people	Full line-management responsibility for a team		x		I
Managing resources	Procure, maintain and deploy a small range of equipment and consumables		x		I
	Maintain records as required		x		I
Managing risk	Awareness of and adherence to all relevant school policies and procedures in relation to child protection, health and safety etc.		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title: **School Club Assistant L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0793**

Grade: **D**

Purpose of job

To develop and deliver out of school hours activities to pupils before and/or after school ensuring the security and safety, welfare and good conduct of pupils during these times.

Key Objectives

1	Develop and deliver out of school hours activities in line with the school's plan and objectives, including a variety of educational and recreational activities to meet pupil needs.
2	Supervise pupils at all times, monitoring them and ensuring their safety and well-being.
3	Supervise and co-ordinate staff and oversee the preparation of healthy snacks or meals.
4	Work with and develop good links with external agencies such as health professionals and sports providers.
5	Assist with the day-to-day administration of school club provision, including record keeping and payments for activities.
6	Set up and clean equipment ensuring that all equipment used is safe.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Supervises small groups of pupils in learning and development and outside activities, Works to set procedures, responding to individual pupil questions or needs on a day-by-day basis.
- Some day-to-day allocation of work to others requiring occasional supervisory responsibility.
- Work is mainly in a classroom or similar environment, but can involve outside activities and unpleasant conditions such as noise, dirt.
- Requires normal physical effort and stamina, including some periods of standing, participating in physical activities or carrying equipment.

Work Profile

- Organise before and/or after school activities/ visits/ events.
- Assist senior staff in developing the provision.
- Maintain and update records.
- Liaise with parents / carers to ensure the pupils' individual needs are met.
- Produce reports/evaluations as required.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	NVQ3 for Teaching Assistant or equivalent experience	X			<u>A</u>
Skills / Experience	Experience of working with children in an educational / care setting	X			<u>A</u>
	Experience of supervising a team		X		<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Assist with planning the provision of a comprehensive package of educational and recreational activities		X		<u>I</u>
Planning capacity and resources	In conjunction with school management, assist with budget monitoring		X		<u>I</u>
Influencing and interpersonal skills	Supervise a team; exchange information with parents and colleagues		X		<u>I</u>
	Encourage take-up of after-school provision and engagement by pupils		X		<u>I</u>
Using initiative	Deal creatively with day-to-day issues and challenges		X		<u>I</u>

Working independently	Operate within established routines and procedures		X		I
Managing people	Supervisory responsibility for a team		X		I
Managing resources	Maintain and use a small range of equipment and consumables		X		I
	Maintain records as required		X		I
Managing risk	Awareness of and adherence to all relevant school policies and procedures in relation to child protection, health and safety etc.		X		I
Managing oneself	Awareness of opportunities for self-improvement		X		I

Milton Keynes City Council – Role Profile

Role Title: **School Club Assistant L1**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0799**

Grade: **B**

Purpose of job

To assist with the delivery of out of school activities to pupils before or after school ensuring the security and safety, welfare and good conduct of pupils during these times.

Key Objectives

1	Supervise pupils at all times, including physical activities
2	Serve healthy snacks where required and ensure pupils' individual needs are met
3	Assist with the delivery of activities to meet the educational and recreational needs of the pupils.
4	Set up and clean equipment ensuring that all equipment used is safe

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Supervises small groups of pupils in learning and development and outside activities, under the direct instruction of senior staff.
- Work to set procedures, responding to individual pupil questions or needs on a day-by-day basis, where a supervisor is generally accessible.
- Work is mainly in a classroom or similar environment, but can involve outside activities and unpleasant conditions such as noise, dirt.
- Requires normal physical effort and stamina, including some periods of standing, participating in physical activities or carrying equipment.

Work Profile

- Liaise with parents / carers to ensure the pupils' individual needs are met.
- Ensure pupils conformed to timetabled events before/after club attendance.
- Set up and clear away equipment, as necessary.
- Assist with the preparation and service of food and drink to pupils as directed.
- Maintain accurate records.
- Report any incidents to senior staff.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ2 for Teaching Assistants or equivalent experience		X		A
Skills / Experience	Experience of working with children in an educational / care setting		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Work to established routines		X		I
Influencing and interpersonal skills	Encourage appropriate behaviour		X		I
	Interact with pupils, parents, colleagues; exchanging factual information		X		I
Using initiative	Deal with day-to-day incidents		X		I
Working independently	Handle routine problems without recourse to senior manager where appropriate		X		I

Managing people	Work co-operatively in a team environment		x		I
Managing resources	Use and safekeeping of equipment		x		I
	Maintain records		x		I
Managing risk	Awareness of school policy and procedures in relation to child protection, health and safety etc.		x		I
Managing oneself	Awareness of opportunities for development		x		I

Milton Keynes City Council – Role Profile

Role Title:	Welfare Assistant
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0898
Grade:	D

Purpose of job

To work as part of a team supporting and assisting pupils' development and learning, facilitating access to dining and recreational facilities with additional specific responsibility for physical wellbeing.

Key Objectives

1	Provide front line welfare support to individual pupils including the provision of first aid.
2	Maintain first aid and general health facilities including the safe storage of equipment, medicines and consumables.
3	Maintain accurate, confidential health records including incident/accident reporting..
4	Provide comfort and support to sick, ill or distressed pupils.
5	Provide basic welfare support to pupils with special educational needs, in conjunction with SENCO.
6	Provide support to other staff in managing pupil behaviour during recreational and dining activities.
7	Provide support to other staff in fulfilling a range of administrative duties as required.
8	Support attendance initiatives by record keeping and communicating with parents and other agencies as needed.

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Scope

- Safe keeping of medicines and medical equipment.
- First contact for health incidents and emergencies
- Maintenance of medical and general records
- Interaction with colleagues, external agencies, parents and others in support of pupil health, welfare, behaviour and attendance

Work Profile

- Working with sick, ill or distressed pupils
- First aid interventions
- Supporting colleagues in relation to pupil supervision and general school administration

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>		A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>		I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>		T Testing R Reference
Qualifications	NVQ2 in teaching/learning/care/medical discipline or equivalent	X			A
	First Aid qualification		X		A
Skills / Experience	Experience in working with children in a school environment		X		A
	Experience of working in a healthcare environment		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>		A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>		I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>		T Testing R Reference
Planning and organising work	Organising routines around administering medicines, health checks, general administrative and child supervisory responsibilities		X		I
Influencing and interpersonal skills	Assisting children who may be sick, ill or in distress		X		I
	Encouraging appropriate behaviour at all times		X		I
Using initiative	Dealing with medical and other emergencies in accordance with training and school procedures		X		I
Working independently	Principal first aider		X		I

Managing people	Team working with other support staff		x		I
Managing resources	Maintaining stocks and equipment		x		I
	Maintaining records		x		I
Managing risk	Awareness of, and adherence to, school policies and procedures in relation to health and safety, child protection etc.		x		I
Managing oneself	Awareness of opportunities for personal development		x		I

Milton Keynes City Council – Role Profile

Role Title: **Residential Care Officer L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0786**

Grade: **E**

Purpose of job

- To be part of a team undertaking duties associated with caring for pupil's needs in a residential establishment whilst respecting the dignity and privacy of the pupil.
- To regularly assume supervisory responsibility for the operation of the residential unit in the absence of senior staff

Key Objectives

1	To work as part of a team undertaking direct work with pupils by planning, organising and leading activities in a residential setting.
2	To ensure that all record keeping is completed on a daily basis and to contribute to Individual Education Plans, Annual Reviews and End of Year Reports.
3	To set targets and produce care plans in consultation with others and to attend annual reviews, as necessary.
4	To complete domestic tasks each day, as required.
5	Assist in supervisory responsibilities by contributing to rota management, attendance monitoring etc.
6	To administer basic First Aid and prescribed medication, as required.
7	To maintain positive relationships with parents/carers, school staff and other professionals.
8	To keep daily records of progress and activities.

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Scope

- To ensure the Health and Safety of all pupils in accordance with the school policy.
- To work in partnership with parent/carers and day school staff.
- To maintain the high standard of residential care practice within the school.

Work Profile

- Attend to pupil's personal needs and implement related personal programmes, including social, specific medical needs, physical hygiene and welfare matters with appropriate training/support.
- Residential school setting 24/7 – sleep in / night duties integral to role
- Supervisory responsibility
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ3 in childcare related discipline or equivalent		X		A
Skills / Experience	Experience of working with children in a residential/educational setting		X		A
					A
Competencies				Competen cies	Level
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Contribute to team planning in relation to general pupil activities		X		I
Influencing and interpersonal skills	Regular interaction with pupils with special educational needs where communication may present particular challenges		X		I
	Regular exchange of factual information with colleagues				
Using initiative	Dealing creatively with day-to-day challenges		X		I
Working independently	Handling routine issues and minor emergencies without recourse to more senior staff		X		I

Managing people	Assist with supervision of support staff and rota management		x		I
Managing resources	Use and safekeeping of equipment		x		I
	Record keeping		x		I
Managing risk	Awareness of, and adherence to, school policies and procedures in relation to health and safety, child protection etc.		x		I
Managing oneself	Awareness of opportunities for personal development		x		I

Milton Keynes City Council – Role Profile

Role Title: **Residential Care Officer L1**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE1007**

Grade: **D**

Purpose of job

To be part of a team undertaking duties associated with caring for pupils' needs in a residential establishment while respecting the dignity and privacy of the pupils.

Key Objectives

1	As directed by team leader(s), plan, organise and lead activities in a residential setting.
2	To ensure that all record keeping is completed on a daily basis and contribute to individual education plans, annual reviews and end of year reports.
3	To attend annual reviews as necessary.
4	To administer first aid and prescribed medication as required.
5	To develop and maintain positive relationships with parents/carers, school staff and others.
6	To undertake domestic duties as required.

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Scope

- Ensure health and safety of all pupils in accordance with school policies and procedures.
- To work in partnership with parents/carers and all staff
- Attend to pupils' personal needs and implement related personal programmes.

Work Profile

- Residential school setting 24/7 – sleep in / night duties integral to role
- Role includes domestic duties as required.
- Attending to pupils' needs in relation to social interactions, medical needs, personal hygiene and other general welfare matters.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	NVQ2 in childcare related discipline or equivalent		X		
Skills / Experience	Experience of working with children in a residential/educational setting		X		
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Contribute to team planning in relation to general pupil activities		X		I
Influencing and interpersonal skills	Regular interaction with pupils with special educational needs where communication may present particular challenges		X		I
	Regular exchange of factual information with colleagues		X		I
Using initiative	Dealing creatively with day-to-day challenges		X		I
Working independently	Handling routine issues and minor emergencies without recourse to more senior staff		X		I
Managing people	Understand role within the residential and wider team		X		I

Managing resources	Use and safekeeping of equipment		x		I
	Record keeping		x		I
Managing risk	Awareness of, and adherence to, school policies and procedures in relation to health and safety, child protection etc.		x		I
Managing oneself	Awareness of opportunities for personal development		x		I

Infrastructure and Services Family

Cooks devise and prepare school meals in the school kitchens with the higher grade, **L2**, having formal line management responsibilities and those at **L1** supervising kitchen assistants as required. **Catering Assistants** prepare ready-made meals and assist with service.

Site Managers share responsibility for buildings and equipment with senior school management and have significant budget and HR responsibilities for cleaners and other staff. **Caretaker L2** and **L1** roles are responsible for safety, cleaning and other premises related duties while **Cleaners'** ensure the general cleanliness of all internal areas of the school.

Drivers and **Escorts** transport children to and from school premises safely and efficiently while **ICT Support** staff look after computers, telephony and other technology in school.

Milton Keynes City Council – Role Profile

Role Title:	Cook L2
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0790
Grade:	F

Purpose of job

- To take responsibility for the safe, effective and efficient operation of all activities within the kitchen, including the planning, preparation and cooking of multi-choice meals.
- Prepare menus and supervise catering staff.

Key Objectives

1	Plan and prepare balanced multi-choice menus according to nutritional standards and taking into account the dietary needs and preferences of pupils, their medical needs, cultural and religious backgrounds, costs and budgets.
2	Prepare, cook and oversee the cooking of a range of food items.
3	Maintain high standards of food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
4	Organise and manage the work of other kitchen staff, including ensuring they have been adequately trained.
5	Monitor order and manage supplies within an agreed budget, cataloguing resources and undertaking audits as required. Ensure hygienic storage in accordance with domestic and catering standards.
6	Ensure security of the kitchen including freezers, stock cupboards etc.
7	May be required to cater for functions.
8	May be required to handle cash.

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Scope

- Supervise or line manage a team of catering staff.
- Reconcile cash taken at mealtimes.
- Standing for periods of time whilst preparing, cooking and serving food; involves carrying weights, such as saucepans, food containers.
- Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.

Work Profile

- Work in accordance with catering procedures and involves short- and medium-term planning (for example multi-choice menu planning, catering themes for term, food ordering) and responding to equipment breakdown or supplier issues.
- Cater for functions.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	City and Guilds or NVQ 3 in professional cookery or equivalent		X		A
Skills / Experience	Experience in supervision of catering staff		X		A
	Experience of school kitchen management		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Menu planning, advance purchasing and storage, team rosters, managing absences	X			I, R
Planning capacity and resources	Purchasing and maintaining appropriate stocks; managing equipment maintenance and cleaning	X			I, R
Influencing and interpersonal skills	Team leader	X			I, R
	Influencing healthy choices		X		I, R
Using initiative	Dealing with routine issues and problems without recourse to senior school management		X		I, R
Working independently	Making decisions in relation to menus, purchasing, personnel etc. independently		X		I, R

Managing people	Ensuring efficient teamwork in a busy kitchen	X			I, R
Managing resources	Stock control		X		I, R
	Budget control		X		I, R
Managing risk	Awareness of all relevant regulation and legislation in relation to food preparation and serving. Health and safety in the kitchen	X			I, R
Managing oneself	Awareness of opportunity for self-improvement	X			I, R

Milton Keynes City Council – Role Profile

Role Title:	Cook L1 (Assistant Cook)
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0800
Grade:	E

Purpose of job

- To undertake the preparation, cooking and service of food and beverages plus other related catering duties, as directed by the appropriate person.
- Carry out administrative duties as required.

Key Objectives

1	Prepare, cook and serve food and beverages as directed.
2	Operate kitchen equipment, following training.
3	Check delivery of food and other catering consumables from designated suppliers and be responsible for refilling and replacing sauces, condiments and other consumables.
4	Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
5	Allocate tasks and oversee work of catering assistants.
6	Prepare and clear kitchen and dining areas which could include assisting in moving and setting up dining furniture.
7	Undertake cleaning and washing up as directed in the kitchen and dining areas.
8	Assist with delivering other catering functions.

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Scope

- Supervise other catering staff.
- If required undertake cashier duties be responsible for operating a cash register and all monies during service

- Standing for periods of time whilst involved with food preparation, cooking and serving; involves carrying weights, such as saucepans, food containers.
- Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.

Work Profile

- Ensure that kitchen equipment is maintained, reporting items for repair, as necessary.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	City and Guilds or NVQ 2 in professional cookery or equivalent		X		A
Skills / Experience	Experience in supervision of catering staff			X	A
	Experience of school kitchen management			X	A
Competencies				Competencies	Level
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Menu planning, advance purchasing and storage, team rosters, managing absences		X		I, R
Planning capacity and resources	Purchasing and maintaining appropriate stocks; managing equipment maintenance and cleaning		X		I, R
Influencing and interpersonal skills	Team leader		X		I, R
	Influencing healthy choices		X		I, R
Using initiative	Dealing with routine issues and problems without recourse to senior school management		X		I, R

Working independently	Making decisions in relation to menus, purchasing, personnel etc. independently			X	I, R
Managing people	Ensuring efficient teamwork in a busy kitchen		X		I, R
Managing resources	Stock control		X		I, R
	Budget control			X	I, R
Managing risk	Awareness of all relevant regulation and legislation in relation to food preparation and serving. Health and safety in the kitchen	X			I, R
Managing oneself	Awareness of opportunity for self-improvement	X			I, R

Milton Keynes City Council – Role Profile

Role Title: **Catering Assistant L3**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0810**

Grade: **D**

Purpose of job

To assist in the preparation, cooking and serving of food and beverages, as directed.

Key Objectives

1	Assist in the preparation, cooking and serving of food and beverages.
2	Follow food hygiene and cleanliness in the kitchen in accordance with health and safety, food hygiene and COSHH regulations at all times.
3	Operate kitchen equipment, following training.
4	Assist with general kitchen duties, wash up and general cleaning as required.
5	Refill and replace sauces, condiments and other consumables.
6	Assist with moving and setting up dining furniture.
7	If required undertake cashier duties and under supervision be responsible for operating a cash register.
8	Assist with delivering other catering functions.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- May demonstrate own duties to new or less experienced staff.
- Provides basic services to pupils by serving food/ taking monies at mealtimes.
- Standing for periods of time whilst involved with food preparation, cooking and serving, involves carrying weights, such as saucepans, food containers.
- Work is in kitchen and dining areas where jobholders are exposed to noise, heat and food smells.

Work Profile

- Knowledge of procedures for preparing, serving and assisting with cooking of food, relevant hygiene requirements.
- Responsible for the safekeeping and use of equipment, supplies and consumables.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time		<u>A</u>		A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience		<u>D</u>		I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role		<u>E</u>		T Testing R Reference
Qualifications	Food Hygiene Certificate		X		
Skills / Experience	Procedural knowledge of food preparation and serving		X		
	General catering experience including supervision		X		
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area		<u>A</u>		A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements		<u>S</u>		I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice		<u>E</u>		T Testing R Reference
Planning and organising work	Working to set daily routines		X		
Planning capacity and resources	Ensuring staffing rotas prepared and managed		X		
Influencing and interpersonal skills	Informal information exchange with staff and pupils		X		
	Occasional interaction with suppliers		X		
Using initiative	Dealing with day-to-day issues and problems		X		

Working independently	Supervising food prep in the absence of more senior staff		x		
Managing people	Light supervision		x		
Managing resources	Ensuring food storage and handling procedures are adhered to		x		
	Ordering		x		
Managing risk	Awareness of health and safety, food safety and child protection (where necessary) policy and procedures		x		
Managing oneself	Awareness of opportunities for self-development		x		

Milton Keynes City Council – Role Profile

Role Title: **Catering Assistant L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0811**

Grade: **C**

Purpose of job

To take responsibility for the safe, effective and efficient operation of all activities within the preparation and serving areas, including overseeing the unpacking, regenerating and serving of food and beverages

Key Objectives

1	Oversee and undertake the unpacking, regenerating and serving of food and beverages
2	Organise and manage the work of other regenerating and unpacking staff, including ensuring they have been adequately trained.
3	Demonstrate and assist others in safe and effective use of specialist equipment/materials
4	Maintain high standards of food hygiene and cleanliness in the preparation and serving areas in accordance with Health and Safety, food hygiene and COSHH regulations at all times
5	Ensure effective portion control and minimise wastage
6	Assist with the moving and setting up of dining furniture

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Some day-to-day allocation of work to other catering staff
- May be required to handle cash.
- Standing for periods of time whilst unpacking, regenerating, serving food, involves carrying weights, such as food containers.
- Work is in dining/ catering area where conditions may be noisy and uncomfortable.

Work Profile

- Operate food regenerating equipment.
- May be required to undertake cashier duties and reconcile cash.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Food Hygiene Certificate			X	
Skills / Experience	Procedural knowledge of food preparation and serving			X	
	General catering experience including supervision			X	
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working to set daily routines			X	
Influencing and interpersonal skills	Informal information exchange with staff and pupils			X	
	Occasional interaction with suppliers			X	
Using initiative	Dealing with day-to-day issues and problems			X	
Working independently	Supervising food prep in the absence of more senior staff			X	

Managing people	Working as part of a team – Light staff supervision		x		
Managing resources	Ensuring food storage and handling procedures are adhered to		x		
	Ordering		x		
Managing risk	Awareness of health and safety, food safety and child protection (where necessary) policy and procedures		x		
Managing oneself	Awareness of opportunities for self-development		x		

Milton Keynes City Council – Role Profile

Role Title: **Catering Assistant L1**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0820**

Grade: **A**

Purpose of job

Assist in the unpacking, regenerating and serving of food and beverages.

Key Objectives

1	Follow food hygiene and cleanliness in the serving area in accordance with Health and Safety, food hygiene and COSHH regulations at all times.
2	Operate food regenerating equipment, following training.
3	Undertake cleaning and washing up as directed in the serving and dining areas.
4	Refill and replace sauces, condiments and other consumables.
5	Assist with moving and setting up dining furniture.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Provides basic services to pupils by serving food.
- Responsible for the safekeeping and use of equipment, supplies and consumables.
- Standing for periods of time whilst unpacking, regenerating, serving food; involves carrying weights, such as food containers.
- Work is in a dining/ catering area where conditions may be noisy and uncomfortable.

Work Profile

- Assist in the unpacking, regenerating and serving of food and beverages.
- Operate food regenerating equipment, following training.
- Individuals in this role may also:
- Undertake cashier duties.

- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Food Hygiene Certificate			X	A
Skills / Experience	Procedural knowledge of food preparation and serving			X	A
	General catering experience including supervision			X	A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working to set daily routines		X		I
Influencing and interpersonal skills	Informal information exchange with staff and pupils		X		I
	Occasional interaction with suppliers			X	I
Using initiative	Dealing with day-to-day issues and problems			X	I
Working independently	Supervising food prep in the absence of more senior staff			X	I

Managing people	Working as part of a team		x		I
Managing resources	Ensuring food storage and handling procedures are adhered to			x	I
	Ordering			x	I
Managing risk	Awareness of health and safety, food safety and child protection (where necessary) policy and procedures		x		I
Managing oneself	Awareness of opportunities for self-development		x		I

Milton Keynes City Council – Role Profile

Role Title: **School Site Manager**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0792**

Grade: **E**

Purpose of job

- To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment
- To supervise the work of other premises staff including cleaning staff and grounds personnel
- To undertake cleaning duties

Key Objectives

1	Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) opening and closing of the premises. To report trespass, theft or unauthorised parking of vehicles to appropriate person.
2	Ensure that buildings and the site are secure, including during out of school hours and taking remedial action if required including arranging emergency repairs.
3	Regular supervisory responsibility for work of other premises staff which may include line management responsibility.
4	Contribute to the management of the premises budget and procure quotes for routine maintenance work on school premises.
5	Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
6	Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
7	Ensure the operation and maintenance of specialised equipment following training for example swimming pools and sports/theatrical equipment.
8	Undertake minor repairs to site, furniture and fittings (i.e., not requiring a craftsperson) and maintenance of the buildings and site which may include handling small amounts of cash for the purchase of materials to carry out repairs.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Provide training on health and safety issues to other premises staff.
- Procure quotes for routine maintenance work on school premises.
- Handle small amounts of cash for the purchase of materials to carry out repairs.
- Requires occasional short periods of physical effort such as bending and stretching and using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, dirty or that involve some measurable physical risk.

Work Profile

- Procure quotes for routine maintenance work on school premises.
- Be responsible for other site staff including cleaning staff and grounds persons.
- Arrange regular maintenance and safety checks.
- Monitor consumables and stock and/order supplies.
- Undertake general portage duties, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	No specific qualifications but evidence of trades certification etc. may have particular relevance for some schools	X			A
Skills / Experience	Extensive hands-on experience of a wide range of maintenance / janitorial functions	X			A
	Experience of direct staff management and management of third-party contractors		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working within planning horizons as set by Head Teacher but likely to be minimum one year. Planned maintenance scheduling. Supporting school events. Emergency planning.		X		I
Planning capacity and resources	Budget management in conjunction with senior school management. Staff resource planning. Contingency planning (adverse weather etc.)		X		I, R
Influencing and interpersonal skills	Managing contractors on site.		X		I
	Working co-operatively with teaching and other support staff.		X		I, R

Using initiative	Regular technical problem solving within appropriate limits. Dealing with day-to-day resource pressures and emergencies.		x		I
Working independently	Delegated responsibility for building security and safety. Reports to senior school manager(s)		x		I
Managing people	Manages cleaners, caretakers and other staff. Full HR responsibility		x		I
Managing resources	Responsible for premises management ink cleaning, maintenance. Contributes to estate planning.		x		I
	Maintains stocks of consumables		x		I
Managing risk	Health and safety awareness in all aspects of work.		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title: **Caretaker L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0801**

Grade: **D**

Purpose of job

- To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment.
- To supervise the work of cleaners/caretakers ensuring the work is carried out to required standards.

Key Objectives

1	To be responsible for the routine and non-routine (e.g., emergencies) opening and closing of the premises. To report trespass, theft or unauthorised parking of vehicles to appropriate person.
2	To be responsible for the heating and lighting of the premises including necessary frost precautions. To report system failures to the appropriate person. To ensure the satisfactory maintenance/repair of equipment and that where necessary adequate stocks of fuel are maintained.
3	Day to day supervision or monitoring of cleaning/caretaking staff, including checking the quality of work carried out and that staff training to ensure Health and Safety standards are met and maintained.
4	Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) and equipment, in line with other schedules.
5	Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms).
6	Act as school contact in relation to premises related contractors and oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales.
7	Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment.
8	Undertake minor repairs to site, furniture and fittings (i.e., not requiring a craftsman) and maintenance of the buildings and site.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be

undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings are pre-determined times.
- Monitor the work of and manage cleaning/caretaking staff or monitor the work of contract cleaners.
- Facilitate lettings and carry out associated tasks, in line with local agreements.
- Handle small amounts of cash for the purchase of materials to carry out repairs.
- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
- Requires regular physical effort such as bending and stretching, pulling or pushing equipment with occasions of more intense effort, such as moving or lifting furniture.
- Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.

Work Profile

- Perform own duties and ensure other cleaning staff operate in line with health and safety and COSHH regulations taking remedial action where hazards are identified and reporting serious hazards to senior staff immediately.
- Supervise/undertake specialised cleaning programmes during school closures or other designated periods.
- If appropriate undertake the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- Arrange regular maintenance and safety checks.
- Monitor consumables and stock and/order supplies.
- Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	No specific qualifications but evidence of trades certification etc. may have particular relevance for some schools		X		A
Skills / Experience	Extensive hands-on experience of a wide range of maintenance / janitorial functions		X		A
	Experience of direct staff management and management of third-party contractors		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Planned maintenance / activity scheduling. Supporting school events. Emergency planning.		X		I
Planning capacity and resources	Staff resource scheduling. Contingency planning (adverse weather etc.)		X		I, R
Influencing and interpersonal skills	Overseeing contractors on site.		X		I
	Working co-operatively with teaching and other support staff.		X		I, R
Using initiative	Basic problem solving within appropriate limits. Dealing with day-to-day resource pressures and emergencies.		X		I

Working independently	Shared responsibility for building security and safety. Reports to senior school manager(s)		x		I
Managing people	Supervises cleaners and occasionally other staff.		x		I
Managing resources	Responsible for premises cleaning, maintenance.		x		I
	Maintains stocks of consumables		x		I
Managing risk	Health and safety awareness in all aspects of work.		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title:	Caretaker L1
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0812
Grade:	C

Purpose of job

- To provide an on-site cleaning/caretaking service and undertake cleaning duties.
- Under the instructions/guidance of appropriate senior staff provide maintenance and security services on school sites and premises
- Undertake activities to maintain a safe and clean external environment e.g., gritting.

Key Objectives

1	To be a keyholder for the school where it is considered necessary by the Head Teacher and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises.
2	To carry out cleaning/caretaking duties as directed by the Head Teacher or other designated person.
3	To be responsible for the ordering and safe storage of cleaning equipment and materials.
4	Assist and participate in the organisation and movement of furniture within the school.
5	Undertake minor repairs to site, furniture and fixtures (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
6	Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7	Collect and assemble waste for collection.
8	Refill and replace consumable e.g., soap and towels.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure the maintenance of a clean and orderly working environment.
- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings at pre-determined times.
- Ensure lights and other equipment are switched off, as appropriate.
- Undertake emergency cleaning duties.
- Indoor and outdoor work; cleaning, minor repairs in toilet areas; deals with spillages, waste collection.
- Report faulty equipment and other maintenance requirements to appropriate person.
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving or lifting furniture.
- Regularly exposed to conditions that are generally unpleasant, hot, cold, wet, noisy, and dirty or that involve some measurable risk.

Work Profile

- Perform duties in line with Health and Safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.
- Periodic cleaning of designated areas of the school building and grounds according to instructions.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as a designated key holder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Arrange regular maintenance and safety checks.
- Undertake record keeping as directed.
- Receive deliveries to the school site.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	No specific qualifications but evidence of trades certification etc. may have particular relevance for some schools		X		A
Skills / Experience	Hands-on experience of a range of maintenance / janitorial functions		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Planned maintenance / activity scheduling. Supporting school events.		X		I
Planning capacity and resources	Contingency planning (adverse weather etc.)		X		I, R
Influencing and interpersonal skills	Working co-operatively with teaching and other support staff.		X		I, R
Using initiative	Basic problem solving within appropriate limits. Dealing with day-to-day incidents and emergencies.		X		I

Working independently	Shared responsibility for building security and safety. Reports to senior school manager(s)		X		I
Managing resources	Responsible for premises cleaning, maintenance.		X		I
	Maintains stocks of consumables		X		I
Managing risk	Health and safety awareness in all aspects of work.		X		I
Managing oneself	Awareness of opportunities for self-improvement		X		I

Milton Keynes City Council – Role Profile

Role Title: **Cleaner L2**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0807**

Grade: **C**

Purpose of job

- To provide an on-site cleaning/caretaking service.
- To supervise other cleaning staff within the school and undertake cleaning duties to maintain a high standard of cleanliness within the school, as directed.
- Under the instructions/guidance of appropriate senior staff provide maintenance and security services on school site and premises.

Key Objectives

1	Supervise and/organise rotas for designated staff to ensure cleaning services are delivered to the required standard.
2	To be a keyholder for the school where it is considered necessary by the Head Teacher and to be responsible for the routine and non-routine (emergencies) opening and closing of the premises.
3	Operate / oversee the use of domestic and industrial cleaning equipment and materials, following appropriate training.
4	Monitor and maintain allocated equipment and materials, advise stock replenishment requirements to designated purchaser.
5	Undertake minor repairs to site, furniture and fittings (i.e., not requiring qualified craftsman) and maintenance of the buildings and site.
6	Operate systems such as heating, cooling, lighting and security (including CCTV and alarms).
7	To deal with lettings as agreed with the Head Teacher or line manager, as appropriate.
8	Perform duties in line with Health and Safety regulations and take action where hazards are identified, report serious hazards to line manager immediately.

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undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Ensure that buildings and site are secure, undertaking daily security checks including locking and unlocking of buildings are pre-determined times.
- Undertake emergency cleaning duties.
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.
- Regularly exposed to conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.

Work Profile

- Perform own duties and ensure other cleaning staff operate in line with health and safety and COSHH regulations taking remedial action where hazards are identified and reporting serious hazards to senior staff immediately.
- Supervise/undertake specialised cleaning programmes during school closures or other designated periods.
- Assist with the maintenance of specialised equipment following training, for example sports/theatrical equipment.
- Undertake lettings and carry out associated tasks, in line with local agreements.
- Act as designated keyholder, providing emergency access to the school site.
- Act as school contact in relation to premises related contractors.
- Arrange regular maintenance and safety checks.
- Undertake record keeping as directed.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	No specific qualifications				
Skills / Experience	Extensive hands-on experience of a wide range of cleaning functions		X		A
	Experience of staff supervision		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Scheduling cleaning tasks in accordance with agreed procedures.		X		I
Planning capacity and resources	Staff resource scheduling.		X		I, R
Influencing and interpersonal skills	Team supervision. Encouraging high standards.		X		I
	Working co-operatively with teaching and other support staff.		X		I, R
Using initiative	Basic problem solving within appropriate limits. Dealing with day-to-day incidents and emergencies.		X		I

Working independently	Shared responsibility for building cleanliness.		X		I
Managing people	Supervises cleaners.		X		I
Managing resources	Responsible for premises cleaning, tools and equipment.		X		I
	Maintains stocks of consumables		X		I
Managing risk	Health and safety awareness in all aspects of work.		X		I
Managing oneself	Awareness of opportunities for self-improvement		X		I

Milton Keynes City Council – Role Profile

Role Title:	Cleaner L1
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0819
Grade:	B

Purpose of job

To provide an on-site cleaning service for a specified area whilst maintaining a high standard of cleanliness with the school, as directed.

Key Objectives

1	Undertake cleaning of allocated areas in line with specified standards and as directed.
2	Operate/use domestic and industrial cleaning equipment and materials, following appropriate training.
3	Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, report serious hazards to line manager immediately.
4	Undertake special cleaning programmes during school closure or other designated periods in compliance with the specification of the premises
5	Maintain the security of the school premises by securing entrances/exits as appropriate and reporting potential security breaches.

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Scope

- Follows pre-determined cleaning routines and standards and reports hazards or problems with equipment to senior staff.
- Work in conditions that are generally unpleasant, including cleaning toilets, dealing with waste and responding to minor hazards.
- Requires regular physical effort such as bending and stretching, pulling or pushing cleaning equipment with occasions of more intense effort, such as moving furniture.

Work Profile

- Store allocated equipment and materials safely and securely.
- Collect and dispose of waste.
- Refill and replace soap, towels and other consumables.
- Individuals in this role may also:
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	No specific qualifications				
Skills / Experience	Experience of a range of cleaning functions		X		A
			X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Scheduling own cleaning tasks in accordance with agreed procedures and priorities.		X		I
Influencing and interpersonal skills	Working co-operatively with teaching and other support staff.		X		I, R
Using initiative	Basic problem solving within appropriate limits. Dealing with day-to-day incidents and emergencies.		X		I
Working independently	Shared responsibility for building cleanliness.		X		I
Managing people	Works with other cleaners		X		I

Managing resources	Responsible for tools and equipment used.		x		I
	Stocks of consumables		x		I
Managing risk	Health and safety awareness in all aspects of work.		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title: **Driver (School Minibus)**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0808**

Grade: **B**

Purpose of job (outline what, to whom and why)

To drive school minibus and to be responsible for transporting the pupils between the school, home and other destinations.

Key Objectives

1	Drive school vehicle in accordance with agreed safe systems of work.
2	Carry out daily vehicle safety check/ basic maintenance and keep appropriate records.
3	Ensure the correct use of safety belts, seats and other safety equipment provided.
4	Ensure that vehicle and all safety equipment provided is kept clean.
5	Provide support to pupils to ensure boarding of and alighting from school minibus, including use of personnel lifts.
6	Establish and maintain professional relations between the parents/carers and school.
7	Assist the escort in dealing with any emergency that may arise when in transit.
8	Report any involvement in a road traffic accident and vehicle defect, reporting any mechanical fault according to School procedures.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope (outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

- May be required to undertake school centred community activities, as directed by the Head Teacher

- May be required to account for payments received and non-payment, in accordance with School financial policy.
- The postholder is required to work unsupervised when out in the school vehicle.
- To be responsible for the safety of pupils and staff whilst on the vehicle
- Must be familiar with the school vehicle and to be able to use the personnel lift adhering to Health and Safety Policies and Procedures

Work Profile

- To undertake the required daily checks and records of the vehicle as outlined in the council Driving Policy and Procedure
- To ensure that the school minibus is maintained and kept in a roadworthy condition and fit for purpose.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Appropriate driving licence for vehicle	X			A
Skills / Experience	Driving multi-occupancy vehicle.	X			A
	Local knowledge			X	A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working to agreed timetable and schedule		X		I
Using initiative	Dealing with day-to-day issues as they arise		X		I
Working independently	May be lone worker on occasions		X		I
Managing people	Work closely with Escorts and other staff		X		I
Managing resources	Use, safekeeping and maintenance of vehicle		X		I
			X		I

Managing risk	Awareness of health and safety, road safety, child protection policy and procedures where necessary		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title: **Escort (School Minibus)**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0815**

Grade: **B**

Purpose of job (outline what, to whom and why)

To support and assist pupils to and from school and home by acting as an escort on the school vehicle working closely with the driver to ensure the pupils are safe and supervised at all times.

Key Objectives

1	Care and supervision of the pupils between the school, their homes and other destinations reporting difficulties as appropriate.
2	To maintain the health and safety of the pupils and give whatever support, intervention and care required.
3	Ensure the correct use of safety belt, seats and other safety equipment provided.
4	Ensure that all safety equipment provided is kept clean.
5	Assist the driver in dealing with any emergency that may arise whilst in transit.
6	Establish and maintain professional relations between the parents/carers and school.
7	Assist pupils boarding and alighting from school vehicle.
8	Administer first aid, if required.

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Scope (outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

- The postholder will undertake personal care and participate in the daily activity programme when not undertaking escort duties.
- The postholder is required to work unsupervised when out on the school vehicle.
- Must be familiar with the school vehicle and able to use the tail lift and to properly secure wheelchairs, if appropriate
- Help to keep pupils safe by knowing and using the Child Protection Policy and Procedures. This includes responding to accidents, emergencies and illness.

Work Profile

- Establish good relationships with pupils, acting as role model and being aware and responding appropriately to individual needs.
- Encourage pupils to interact with others constructively.
- Gather/report information from/to parents/carers as directed.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	None. Appropriate levels of numeracy and literacy to discharge duties.				
Skills / Experience	Experience of escorting children, including those with special educational needs		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working to agreed timetable and schedule		X		I
Using initiative	Dealing with day-to-day issues as they arise		X		I
Working independently	May be lone worker on occasions		X		I
Managing people	Work closely with Drivers and other staff		X		I
	Use, safekeeping and maintenance of equipment e.g., hoists		X		I

Managing resources			x		I
Managing risk	Awareness of health and safety, road safety, child protection policy and procedures where necessary		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title:	Driver / Escort
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0813
Grade:	C

Purpose of job (outline what, to whom and why)

To drive school minibus and to be responsible for transporting the pupils between the school, home and other destinations

AND/OR

To support and assist pupils to and from school and home by acting as an escort on the school vehicle working closely with the driver to ensure the pupils are safe and supervised at all times.

Key Objectives

1	Drive school vehicle in accordance with agreed safe systems of work
2	Care and supervision of the pupils between the school, their homes and other destinations reporting difficulties as appropriate
3	Ensure the correct use of safety belts, seats and other safety equipment provided
4	To maintain the health and safety of the pupils and give whatever support, intervention and care required
5	Provide support to pupils to ensure boarding of and alighting from school minibus, including use of personnel lifts
6	Establish and maintain professional relations between the parents/carers and school
7	Carry out daily vehicle safety check/ basic maintenance and keep appropriate records
8	Report any involvement in a road traffic accident and vehicle defect, reporting any mechanical fault according to School procedures

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undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope (outline the size or scope of the role, direct or indirect responsibility for people, finances, resources and any special aspects of the role)

- May be required to undertake school centred community activities, as directed by the Head Teacher
- May be required to account for payments received and non-payment, in accordance with School financial policy.
- The postholder is required to work unsupervised when out in the school vehicle.
- To be responsible for the safety of pupils and staff whilst on the vehicle
- Must be familiar with the school vehicle and to be able to use the personnel lift adhering to Health and Safety Policies and Procedures

Work Profile

- To undertake the required daily checks and records of the vehicle as outlined in the council Driving Policy and Procedure
- To ensure that the school minibus is maintained and kept in a roadworthy condition and fit for purpose.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
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Other information

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<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	Appropriate driving licence for vehicle	X			A
Skills / Experience	Driving multi-occupancy vehicle.	X			A
	Local knowledge			X	A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Working to agreed timetable and schedule		X		I
Using initiative	Dealing with day-to-day issues as they arise		X		I
Working independently	May be lone worker on occasions		X		I
Managing people	Work closely with other staff		X		I
Managing resources	Use, safekeeping and maintenance of vehicle		X		I
			X		I

Managing risk	Awareness of health and safety, road safety, child protection policy and procedures where necessary		x		I
Managing oneself	Awareness of opportunities for self-improvement		x		I

Milton Keynes City Council – Role Profile

Role Title: **ICT Support L3**

Service Group: **Children & Families**

Accountable to: **Head Teacher**

JE Ref: **JE0772**

Grade: **F**

Purpose of job

- To develop and implement the school's ICT strategy and service provision including managing all aspects of ICT technical support in the school,
- To manage the work of staff providing ICT support to staff and pupils.

Key Objectives

1	Develop school policies and procedures for the use of ICT within the school environment.
2	Design and implement changes to the schools ICT software and hardware and liaise with consultants on the specifications of new software / hardware as appropriate.
3	Manage the work of staff providing technical support to staff and pupils and allocate jobs as appropriate.
4	Install software / hardware as requested by Head and staff and maintain a record of all installations carried out.
5	Create and manage all network user accounts, ensuring correct access rights and audit as required.
6	Responsible for ordering, procurement, storage and maintenance of large and/or valuable ICT equipment within a departmental budget.
7	Carry out audits of pupil and staff internet usage, add filters where necessary and report as appropriate in line with school policy.
8	Provide advice and guidance on some complex ICT issues, such as software compatibility and negotiate with suppliers.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Advise Head Teacher and staff on the likely compatibility of new software / hardware.
- Responsible for the maintenance of significant information systems.
- Identify school staff training issues and deliver appropriate training.
- Maintain an inventory of hardware/software.
- If required manage the ICT Network for a cluster of schools
- Work normally in an office, IT suite and occasionally in a classroom environment.

Work Profile

- Regularly makes decisions on staff and pupil ICT needs, software and hardware requirements and whole school ICT policy. Decisions have a significant direct impact on service provision.
- Maintain a comprehensive database of all support requests.
- Identify school staff training issues and deliver appropriate training.
- Ensure data stored on the system is current and out of date data archived.
- Analyse and interpret data, such as usage trends; develops specifications for software and hardware; develop ICT policies and strategies.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	In-depth technical knowledge of IT systems. NVQ3/4 level IT or related discipline or equivalent	X			<u>A</u>
Skills / Experience	Significant experience in hardware/software procurement, commissioning, maintenance etc	X			<u>A</u>
	Working with IT in an educational environment		X		<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Awareness and adaptability in relation to long term school aims for the use of ICT		X		<u>I</u> , <u>R</u>
Planning capacity and resources	Responsibility for resource planning in relation to user numbers and profiles, changing application demands, security etc.		X		<u>I</u>
Influencing and interpersonal skills	Negotiating with suppliers		X		<u>I</u>
	Leading on appropriate use and development of ICT throughout the school		X		<u>I</u>
Using initiative	Developing creative and cost-effective solutions to ICT problems. Assessing best-practice from external sources.		X		<u>I</u>

Working independently	School's expert in ICT. Offer authoritative advice in ICT related decision making		X		I, R
Managing people	Managing other ICT and related staff		X		I
Managing resources	Responsibility for system security and maintenance		X		I
	Procurement and installation of hardware		X		I
Managing risk	Awareness of and adherence to school health and safety, IT security, child protection policy and procedures		X		I
Managing oneself	Awareness of opportunities for self-development		X		I

Milton Keynes City Council – Role Profile

Role Title:	ICT Support L2
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0774
Grade:	F

Purpose of job

- To support the use of ICT within the school environment through maintenance of ICT software, hardware and related equipment
- Advise Head Teacher on systems planning, development and procurement of ICT software, hardware and related equipment.

Key Objectives

1	Be responsible for the installation and maintenance of computer hardware and software.
2	Maintain a comprehensive database of all support requests and allocate jobs to appropriate staff.
3	Service all IT hardware regularly and carry out repair to simple faults, reporting more complicated faults to a specialist technician/audio-visual service/contractor as appropriate. Arrange the external cost-effective repair of equipment when required.
4	Provide support to staff and pupils to ensure administration and learning outcomes are maximised.
5	Support adherence to ICT policies, including those relating to safeguarding and internet usage and report any concerns.
6	Maintain computer files by backing up/archiving and updating/deleting information as appropriate.
7	Maintain and develop network.
8	Resolve hardware/software technical issues.

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Scope

- To provide a comprehensive ICT support service for the school
- May be required to supervise ICT support staff.
- Work normally in an office, IT suite or classroom environment.
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads and/or normal physical effort with short periods of greater effort e.g., moving IT equipment.

Work Profile

- Ensure dedicated ICT areas are ready for use each day and that they are in good working order at the end of each day.
- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

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Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	A Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	I Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	T Testing R Reference
Qualifications	In-depth technical knowledge of IT systems. NVQ3/4 level IT or related discipline or equivalent	X			A
Skills / Experience	Significant experience in hardware/software procurement, commissioning, maintenance etc	X			A
	Working with IT in an educational environment		X		A
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	A Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	I Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	T Testing R Reference
Planning and organising work	Awareness and adaptability in relation to long term school aims for the use of ICT		X		I, R
Planning capacity and resources	Responsibility for input to resource planning in relation to user numbers and profiles, changing application demands, security etc.		X		I
Influencing and interpersonal skills	Negotiating with suppliers		X		I
	Leading on appropriate use and development of ICT throughout the school		X		I
Using initiative	Developing creative and cost-effective solutions to ICT problems. Assessing best-practice from external sources.		X		I

Working independently	Offer authoritative advice in ICT related decision making		X		I, R
Managing people	No management responsibilities		X		I
Managing resources	Responsibility for system security and maintenance		X		I
	Installation of hardware		X		I
Managing risk	Awareness of and adherence to school health and safety, IT security, child protection policy and procedures		X		I
Managing oneself	Awareness of opportunities for self-development		X		I

Milton Keynes City Council – Role Profile

Role Title:	ICT Support L1
Service Group:	Children & Families
Accountable to:	Head Teacher
JE Ref:	JE0783
Grade:	E

Purpose of job

To contribute to the delivery of an effective ICT support service throughout the school to respond to identified needs, ensure continuity of service and achieve planned reporting objectives and deadlines.

Key Objectives

1	Contribute to the effective performance and service provision of ICT services to minimise disruption.
2	Participate in the collection, collation, processing and storage of data and information to comply with school reporting requirements.
3	Implement routine manual and computerised systems, practices and procedures to ensure that data and information is current, relevant, effectively and securely collected and that reporting complies with planned outcomes and obligations, reporting any concerns as required.
4	Maintain the integrity and security of all systems by use of appropriate user protocols and undertake related monitoring and reporting.
5	Provide user support to identify and respond promptly to routine system or process issues that arise within an agreed framework of performance criteria.
6	Support contingency arrangements to respond to any unforeseen or unplanned circumstances that may arise to maintain the safety and security of data and information, maintain security and minimise disruption.
7	To assist in the cleaning/maintenance of equipment.

Schools benefit from a flexible approach to working arrangements – because of this, the tasks and responsibilities listed here are not definitive. Head Teachers may require particular additional duties to be undertaken to suit the specific school's requirements and these may be incorporated in the role requirements as long as they are at a similar and appropriate level to the other listed duties.

Scope

- Responsible for supporting and maintaining ICT systems and services.
- Responsible for analysis of a variety of ICT issues; monitors and reports on system integrity and security.
- Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads **and/or**
- Normal physical effort with short periods of greater effort e.g., moving IT equipment.
- Regularly works in a classroom, IT suite or server room.

Work Profile

- To adhere to school local and national authorities guidelines and exercise professional discretion at all times.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school.
- Attend relevant meetings.
- To maintain confidentiality.

Other information

Milton Keynes City Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. All employees are expected to share this commitment, to follow the Council's safeguarding policies and procedures and to behave appropriately towards children and vulnerable adults at all times, both in work and in their personal lives.

SPOKEN ENGLISH FLUENCY DUTY REQUIREMENT - The ability to converse at ease with members of the public and provide advice in accurate spoken English is essential for this post.

All school-based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List Criminal Records Bureau check.

Person Specification

Skills and Knowledge				Level	Assess by;
<u>A</u> ttainable	Successful applicants will be expected to obtain the denoted qualifications or experience within an agreed period of time			<u>A</u>	<u>A</u> Application
<u>D</u> esirable	Applications will be preferred from candidates with the denoted qualifications or experience			<u>D</u>	<u>I</u> Interview
<u>E</u> ssential	Applicants without the denoted qualifications or experience will not be considered for this role			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Qualifications	In-depth technical knowledge of IT systems. NVQ3/4 level IT or related discipline or equivalent	X			<u>A</u>
Skills / Experience	Significant experience in hardware/software procurement, commissioning, maintenance etc	X			<u>A</u>
	Working with IT in an educational environment		X		<u>A</u>
Competencies				Level	Assess by;
<u>A</u> wareness	Demonstrable aptitude and ability to develop in the particular work area			<u>A</u>	<u>A</u> Application
<u>S</u> ignificant	Clear competence in the work element sufficient for all role requirements			<u>S</u>	<u>I</u> Interview
<u>E</u> xtensive	Sufficient expertise in the work element to lead and mentor others, and influence policy and practice			<u>E</u>	<u>T</u> Testing <u>R</u> Reference
Planning and organising work	Awareness of long-term school aims for the use of ICT		X		<u>I, R</u>
Planning capacity and resources	Responsibility for input to resource planning in relation to user numbers and profiles, changing application demands, security etc.		X		<u>I</u>
Influencing and interpersonal skills	Exchanging information with suppliers		X		<u>I</u>
	Advising on appropriate use and development of ICT throughout the school		X		<u>I</u>
Using initiative	Finding cost-effective solutions to ICT problems.		X		<u>I</u>

Working independently	Offer authoritative advice in ICT related decision making		X		I, R
Managing people	No management responsibilities		X		I
Managing resources	Responsibility for system security and maintenance		X		I
	Installation of hardware		X		I
Managing risk	Awareness of and adherence to school health and safety, IT security, child protection policy and procedures		X		I
Managing oneself	Awareness of opportunities for self-development		X		I

Version Control

Version	Date	Updated by	Comments

