



- To work with the Houseparent, supporting their aims and the ethos they seek to create in the House
- To administer first aid in emergencies/when required
- To accompany pupils attending dental, doctor, optician and hospital appointments when necessary

## **Person Specification**

### ***Essential***

- Embody the values of Clayesmore, demonstrating loyalty to the school and its ethos
- Experience of working with young people and understanding their needs
- Understanding of safeguarding and child protection responsibilities
- A warm and welcoming nature with the ability to deal calmly with sensitive and difficult situations
- Be energetic, enthusiastic and hard-working, demonstrating flexibility and a keenness to help
- Demonstrate sound judgement skills and use of initiative
- Experience of working in a multi-disciplined team
- Proven written and verbal communication skills
- Attention to detail, experience of keeping accurate, confidential records
- Experience of assessing and prioritising own workload
- Proven ability to plan and organise
- ICT skills including Word, Excel and database knowledge
- Good level of education, with an accountable standard of numeracy and literacy
- Sense of humour
- Current, full UK driving licence

### ***Desirable***

- First Aid Qualification
- Awareness of infection control procedures
- Experience of working in a boarding environment
- D1 category on driving licence

### **Additional Information**

- This is a term time only role, working 33 weeks per year
- The postholder will be required to attend work on Open Days and at the start and end of terms where necessary, the hours for which will be paid on submission of an additional hours claim form
- As this is a term time only post, there is no entitlement to book annual leave, in your salary you will be paid an additional 5.6 weeks per annum in lieu of annual leave
- Benefits include a free lunchtime meal when applicable, free membership of the Clayesmore Sports Centre, death in service benefits and a non-contributory pension scheme with a current contribution from the school of 8% of your salary. Membership of the Clayesmore Society and associated member benefits

**Date reviewed :**        **May 2024**

**Reviewed by :**        **Deputy Head Pastoral**

Clayesmore School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo safeguarding screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.