

EDUCATION AND LIBRARY BOARDS

GENERIC JOB DESCRIPTION

POST TITLE: General Assistant I

RESPONSIBLE TO: The Principal through class teacher

JOB PURPOSE:

To be responsible to the Principal for the provision of assistance to teachers/classroom assistants in/outside school with care of pupils.

1.0 GENERAL ASSISTANCE

- 1.1 Assist pupils with toileting/personal hygiene/dressing including the use of basic toileting aids.
- 1.2 Ensuring the safe mobility and general supervision of the pupil/s within school premises, including the playground and on school outings, transporting pupil's belongings (if required).
- 1.3 Accompanying teachers, classroom assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- 1.4 Ensure appropriate care and feeding of pupils at meal times.
- 1.5 Ensure pupils comply with normal school rules and routines during the school day.
- 1.6 Cleaning equipment connected with daily activities in classroom and assisting with the setting out of the equipment as directed.
- 1.7 Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

2.0 GENERAL CONDITIONS

- 2.1 All duties must be carried out to comply with:
 - (a) the Health and Safety at Work (NI) order 1978;
 - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
 - (c) Codes of Practice.
- 2.2 All duties will be carried out in the working conditions normally inherent in the particular job.
- 2.3 All necessary paperwork must be completed.
- 2.4 Duties will be carried out for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

3.0 WAGES

Scale 1(c) Pts 9-11

It is acknowledged that the contents of this generic job description are not subject to appeal.

Post Holder

Date

Principal

Date

Evaluated: September 2009