

INTEGRATED COLLEGE DUNGANNON

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.