Job Description

LUNCHTIME ASSISTANT

Orchard Hill College is a specialist non-residential College for students over 16 with special needs.

FUNCTIONAL LINKS

The Lunchtime Assistant will liaise with other staff, volunteers and parents.

REPORTING RELATIONSHIPS

The Lunchtime Assistant will be expected to work under the direction of the Management Team and the Lecturer co-ordinating the lunch period.

DUTIES AND RESPONSIBILITIES

To assist in providing an effective level of support and care to all students during the lunch period. This will include:-

1. Supporting/assisting students when eating their lunch.
2. Supervising/assisting students washing hands before and after lunch.
3. Assisting students with personal/intimate care as appropriate.
4. Assisting students in participating in lunch clubs/activities.
5. Working in close co-operation with other college staff, being part of the College team.
6. Reporting any accidental injury to the Lecturer in Charge.
7. On occasion and after training, to give students their medication.
8. Complying with College policies and procedures, including Equality and Diversity, Health and Safety and Protection of Vulnerable Adults/Child Protection.

Person Specification

LUNCHTIME ASSISTANT

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification.

You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form.

If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

Skills and Experience

1. Some experience of working, caring or voluntary work with people who have disabilities.
2. Able to communicate effectively with students and staff.
3. Able to supervise individual and small groups of students, coping with emergencies.
4. Able to organize and supervise simple activities for groups of students.
5. Able to assist students with personal/intimate care sensitively and safely.
6. Able to assist students with challenging behaviour, alongside and under the direction of staff.
7. Willing to undergo training, as required, in order to develop further in the role.
8. Aware of Equal Opportunities issues, able to comply with the College Equality and Diversity policy and Health and Safety policies.
9. Able to adhere to the College's Confidentiality policy.

Further information

LUNCHTIME ASSISTANT

Orchard Hill College is a dynamic, forward looking organisation. With an Outstanding Ofsted rating, we provide a wide range of quality full-time and part-time courses for young people and adults with special needs. Courses take place in Carshalton, Hackbridge, Camberwell, New Malden, Wandsworth and Hillingdon.

The College is also developing as a resource centre for fellow professionals, offering advice, training and materials.

We have posts available at Camberwell. You may be required to work at other centres on occasion as necessary.

You are welcome to visit the College prior to making an application for employment, if you wish. Shortlisted applicants will need to join a teaching session at the college as part of the selection process.

This college is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

SALARY

The salary scale is in accordance with Scale 1a/2, namely: £3,623 to £3,396 per annum for 8 hours per week, including London Weighting Allowance for full time. Salary is paid by Direct Bank Transfer on the last working day of the month.

HOURS OF WORK

8 hours per week in Term Time Only including inset and training days, between Monday – Thursday, 2 hours per day over the lunchtime period.

SEASON TICKET LOAN

An interest free season ticket loan is available to staff who travel to work by British Rail on a regular basis.

ANNUAL LEAVE

Annual leave entitlement is based on 24 days per year plus bank holidays. As you work term time only you are not able to take leave other than during school holidays. For this reason your holiday entitlement is paid proportionately to you throughout the year as part of your salary.

PENSION

Under the Social Security Act you have the right to make your own pension arrangements. New employees will automatically become members of the Local Government Pension Scheme. Further details will be available on appointment.

PROBATION

You will be on probation for six months.

EQUAL OPPORTUNITIES

The post holder must at all times carry out her/his job responsibilities with due regard to the College's Equality and Diversity Policy.

SMOKEFREE POLICY

Employees will not be permitted to smoke during working hours.

MEDICAL REPORT

Appointment is subject to a satisfactory medical report.

REHABILITATION ACT

This post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Applicants are, therefore, not entitled to withhold information about convictions, which for other purposes are 'spent' under the provisions of the Act, and, in the event of employment, any failure to disclose such convictions could result in dismissal or disciplinary action by the Authority. Any information given will be completely confidential and will be considered only in relation to an application for positions to which the Order applies.

DISCLOSURE AND BARRING SERVICE CLEARANCE

This post is subject to a satisfactory Disclosure and Barring Service check.

ELIGIBILITY TO WORK IN THE UNITED KINGDOM AND PRE-EMPLOYMENT CHECKS

All candidates will be required at interview stage to produce documents proving their identity and demonstrating their eligibility to work in the United Kingdom. These documents will also be used in processing the check with the Disclosure and Barring Service.

TRAVELLING AND SUBSISTENCE

The travelling and subsistence expenses of persons called for interview may be met in certain circumstances.