



Post Title:	Casual Safety Associate
Job Purpose:	<ul style="list-style-type: none"> • To support the Catholic ethos of the school and to safeguard the well-being of pupils in the school. • To monitor and support pupils with safety and hygiene measures required during COVID-19 and beyond. • To help maintain the cleanliness of key areas, including frequently touched surfaces, classrooms and pupil toilets. • To maintain general cleanliness and pupil conduct in order to prevent any health risk from occurring in school. • To adhere to all the school policies and procedures, especially those for attendance, safeguarding, data protection and code of conduct. • To undertake any other duties linked to pupil safety and hygiene as per latest school risk assessments.
Reporting to:	Headteacher's Support Manager, Duty staff
Hours	8.15am – 2.00pm, including an unpaid 15 minute break (5.5 hours paid per day) Casual hours
Grade:	Grade 1 (Top of scale)
Duties and Responsibilities:	<ul style="list-style-type: none"> • Monitor pupil behaviour, safety and hygiene procedures in specified areas of the school to the required standard as instructed by Line Managers. • Clean frequently touched surfaces, classrooms and toilet areas. • Use cleaning materials as appropriate, and according to their instructions for use. • Empty bins. • Report any damage to school property or any other relevant matters to the Line Manager. • Undertake any relevant training. • Comply with requirements of Health and Safety at work regulations. • Take reasonable care for the Health and Safety of themselves and for others. • Have a responsibility for promoting and safeguarding the welfare of any children and young people you come into contact with. • Undertake any other duties commensurate with the role as required on a day to day basis.
Other Specific Duties	Observance of the city council's Equal Opportunities Policy will be required.

	<p>To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.</p> <ul style="list-style-type: none"> • To support the school in meeting its legal requirements for worship. • To promote actively the school’s corporate policies. • To continue personal development as agreed. • To engage actively in the performance review process. • To undertake any other reasonable duty not mentioned in the above. <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.</p> <p>Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p>
Level of Supervision	Left to work within established guidelines subject to scrutiny by Line Manager