



KESGRAVE HIGH SCHOOL

JOB DESCRIPTION

CURRICULUM SUPPORT ASSISTANT

Grade of post	Grade 3, point 7 to 10
Salary	£24,294.00-£25,979.00 (gross) £11,196.13-£11,972.68 per annum (pro-rata)
Contract terms	20 hours per week, 39 weeks per year
Location	Kesgrave High School
Line Manager	Head of Department/Assistant Headteacher
Deadline for applications	9.30am Friday 27 January 2024

Outline of role

The role will be supporting curriculum areas and the administrative functions of the school. The person will work closely with a number of curriculum teams and also support the general administrative tasks associated with general administration in the school.

You will also need to be willing to undertake a basic first aid course to triage and administer basic first aid as necessary in the curriculum area.

This role will include curriculum support for PE, Dance, Activities Week and other organisational aspects of the school.

You will need to be flexible and adapt easily to changes that take place from day to day. Some of the work will be routine tasks that are ongoing throughout the term; others will be 'one off' tasks or tasks particular to the time of year and associated activities.

This role is responsible for:

Administrative Duties

You will need to be conversant with a Windows/office-based computer environment and the use of programs such as 'Word', 'Excel', etc.

- Input and upkeep of pupil data, including liaison with all members of staff to obtain relevant data.
- Assistance in the production of general support materials, eg worksheets, timetables, group lists, letters etc.
- Reprographics – printing, photocopying and maintaining the photocopier.
- Maintenance of all formal department record keeping, eg policy documents, schemes of work.
- Administer parent mail system for departmental communications home, consent and payment for trips and visits.
- Email/phone with parents/carers regarding organisation of school activities or resources.
- Any other administrative duties as required.

Extra-curricular opportunity administration

- Organisation of student lists for trips, fixtures, visits, productions etc
- Create and share letters with parents and carers with regard to trips and productions
- Management of ticket sales for productions/events
- Manage financial contributions associated with the curriculum, in liaison with finance team.
- Co-ordinate bookings of the school minibus
- Create display materials to advertise departmental opportunities
- Organise timetables of provision for display, student and parental access

Department Displays

- Putting up and maintaining displays across the department, in liaison with teaching staff.
- Initiating opportunities for visual enhancement across the department in liaison with Head of Department.

Maintenance

- Ordering and purchasing of general equipment for the curriculum area.
- General basic upkeep of equipment, materials, storage etc
- Assist in the general upkeep and inventory of equipment.

The duties listed in the job description are not intended to be an exhaustive list but are the general guidelines to the post, and other duties of a similar level / nature may be undertaken by the post holder. Tasks are not excluded from the post simply because they are not itemised. We need all staff to be flexible in their approach to support the school in this essential role.

If you have any further questions regarding the post, please contact Mrs J Garnett, Headteacher's PA, at the school on 01473 624855

Person Specification: Curriculum Support Assistant

Requirement	Essential or Desirable	How assessed
Education/Qualifications/Knowledge GCSE English and Maths or equivalent	E	Application Form
Experience Worked in an educational or non-profit organisation	D	Application Form/Interview
Aptitude and Skills Good organisational skills confident in the use of ICT (Microsoft Office) Good verbal and written communication skills and ability to relate well to children and adults. Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities. Ability to identify own training and development needs and participate in on-going training Ability to set up and use spreadsheets or other database tools.	E E E D E	Application Form/Interview
Personal Attributes A positive personality Ability to deal calmly with different situations as they arise Develop good relationships with staff Understand and respect the principles of confidentiality Good organisational skills Conscientious and accurate A willingness to work hard Excellent attendance and punctuality record Approachable Ability to prioritise and manage time	E E E E E E E E E	Interview
Ethos Understand and demonstrate a willingness to promote positively the ethos of the school with students and staff.	E	Interview