

**Post Reference:** 2762

**Job Title:** General Support Assistant

**Grade:** B3 (Actual Salary £18,414 to £19,626)

**Hours:** 30 hours per week, term time only plus 5 days

**Accountable to:** Academy Business Manager

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# JOB DESCRIPTION

**Role:**

In this role you will provide flexible and dependable support across the school, including classroom assistance as required, administrative and reception duties, support on school trips, and operation of the school minibus. This role is essential to the effective daily running of the academy and to supporting pupils, staff, and visitors.

The position is varied, with responsibilities changing day-to-day in response to staffing needs, training requirements, and operational priorities.

***All post-holders at White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the academies. Keeping Children Safe in Education and the guidance for Safer Working Practices directs the work of every adult working at or associated with White Rose Academies Trust.***

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## General Duties and Responsibilities:

### Classroom & Pupil Support

- Provide in-class support to teachers and pupils as directed, including individual or small-group support.
- Assist with the preparation of learning resources and classroom activities.
- Support pupils' learning, behaviour, and wellbeing in line with school policies.
- Supervise pupils during activities, transitions, or educational visits as required.

## **Administrative & Office Support**

- Provide general administrative support, including data entry, photocopying, and correspondence.
- Prepare for meetings, including paperwork, room setup, and refreshments.
- Place requisitions for supplies and resources in line with school procedures.
- Manage club bookings, registers, and related communications.
- Chase outstanding lunch debts sensitively and in accordance with school policies.
- Maintain accurate records and databases
- Provide reception cover, welcoming visitors and responding to enquiries in a professional and friendly manner.
- Answer telephone calls, take messages, and direct queries appropriately.
- Ensure safeguarding and visitor sign-in procedures are always followed.
- Attend home visits with the school attendance team when required
- Support with the running and restocking of our community pantry when required

## **Trips, Clubs & Enrichment Support**

- Support with Breakfast Club Monday – Friday 7.30am to 8.30am
- Support the planning and delivery of school trips and extracurricular activities.
- Accompany pupils on school trips, always ensuring safety and welfare.
- Assist with the organisation and administration of clubs and enrichment activities.
- Drive the school minibus to transport pupils and staff for trips and activities.
- Carry out basic vehicle safety checks and report any defects or concerns.
- Ensure compliance with all relevant driving, health and safety, and safeguarding requirements.

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## **Equal Opportunities:**

- To promote equal opportunities in education in order that all children and families will gain optimum benefit from the service provided.
- To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing.

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## **Generic Staff Requirements:**

- Uphold the professional standards expected of every member of academy staff in all dealings with colleagues, students, parents/carers, and the wider community.
- Adhere to the principles expressed in the aims of the academy and its mission statement.
- Actively contribute to the continued development of the academy and self by attending training, participating in relevant meetings and appraisals, and putting forward ideas for improvement.
- Be a positive, collaborative team member.
- Apply academy policies in all aspects of the role.
- Improve own practice through observation, evaluation, discussion with colleagues and appropriate CPD programmes.
- Work collaboratively with colleagues, knowing when to seek help and advice.
- Contribute to the overall ethos, work, and aims of the academy by attending relevant meetings, training days/events as requested.
- Be aware of and comply with the academy policies and procedures e.g. safeguarding, child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person.
- Be responsible for safeguarding children and promoting their welfare and following child protection procedures.
- Be aware of and support difference and ensure equality for all working in an anti-discriminatory manner, upholding, and promoting the values, standards and equal opportunities of the academy.
- Recognise and appropriately challenge any incidents of racism, bullying, harassment, victimisation, and any form of abuse of equal opportunities, ensuring compliance with relevant policies and procedures.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the academy.

All postholders are accountable through White Rose Academies Trust Performance Management Appraisal Policy. The Governors and Principals of White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced level check with the Disclosure & Barring Service. Please note that a criminal record will not necessarily be a bar to obtaining employment; this will depend on the circumstances and background to any offence.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

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# PERSON SPECIFICATION

The specific qualifications, experience, skills, and values required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement, and at which point in the recruitment process it will be assessed.

## You should be able to demonstrate the following criteria:

E = Essential

D = Desirable

## Measured by:

A = Application Form

T = Test/Exercise

I = Interview

R = References

C = Certificate

### Qualifications

<b>E</b>	GCSE level of education grade 'C' or '4' (to include English and Maths) or equivalent e.g., Adult Literacy/Numeracy at Level 1	<b>A C</b>
<b>D</b>	First Aid qualification, or willingness to undertake training if not already held	<b>A C</b>
<b>D</b>	Hold a full, valid UK driving licence (And be willing to drive the Academy Minibus)	<b>I C</b>
<b>E</b>	A good level of appropriate ICT skills	<b>A</b>

### Knowledge and Experience

<b>D</b>	Experience of working in an education setting	<b>A I</b>
<b>E</b>	A flexible approach to work, recognising that the role is varied and no two days are the same	<b>I</b>
<b>E</b>	Evidence of further training/development and/or willingness to participate in further training and development opportunities	<b>A I</b>
<b>E</b>	Jointly responsible for promoting and safeguarding the welfare of students	<b>A R</b>
<b>E</b>	Willing to carry out all duties within the role to the best of their ability	<b>A R</b>

### Skills, Attributes, and Abilities

<b>E</b>	Have a professional attitude and ability to forge positive relationships with students, parents, and staff	<b>A I</b>
<b>E</b>	Willing to develop professionally through training	<b>A I</b>

<b>E</b>	Committed to the education of the whole child, i.e., social, emotional and citizenship development	<b>R</b>
<b>E</b>	Committed to the principles of the academy programme with a focus on academy ethos and values	<b>I</b>
<b>E</b>	Able to form and maintain appropriate relationships and personal boundaries with students	<b>R</b>
<b>E</b>	Able to promote equality, diversity and inclusion and demonstrate this within the role	<b>A R</b>
<b>E</b>	Ability to work independently	<b>I</b>
<b>E</b>	Promote equality, diversity, and inclusion and demonstrate this within the role	<b>A I</b>
<b>E</b>	Possess strong interpersonal skills and be able to work effectively as part of a team	<b>R</b>
<b>E</b>	Competent at using ICT for recording, monitoring, and reporting	<b>A</b>
<b>E</b>	Possess a high level of written, oral and communication skills	<b>A I T</b>
<b>E</b>	Be able to communicate effectively with a range of adults and young children	<b>A T</b>

#### **Behavioural and other characteristics**

<b>E</b>	Able to respect sensitive and confidential work and respect the wishes of others	<b>A T I</b>
<b>E</b>	Adopt a co-operative approach to the vision of the academy	<b>A I</b>
<b>E</b>	High level of motivation and commitment with the ability to problem solve	<b>I</b>
<b>E</b>	Respectful towards all students, with total belief in their entitlement to a high-quality education, whatever their circumstances and ability	<b>A I</b>
<b>E</b>	Committed to raising standards of achievement	<b>I</b>
<b>E</b>	Resilient and reliable	<b>A I</b>
<b>E</b>	Possess personal integrity, warmth, and a willingness to grow and learn	<b>I</b>

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expects all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and an enhanced DBS check.

An overseas check, such as a Certificate of Good Conduct, will be required if you have lived outside the UK for 3 months or more in the last 10 years while aged 18 or over. This is not required at the application stage but must be obtained by the postholder prior to appointment, in line with safer recruitment practices.

Please note this role will involve contact with children and you will be engaging in regulated activity. It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. You can view our Safeguarding and Child Protection policy on our website.