

**TELFERSCOT PRIMARY SCHOOL
OUT OF SCHOOL CLUBS RESOURCE ASSISTANT
JOB DESCRIPTION**

The postholder:

- Is responsible to the Extended Schools Manager via the school line management structure, for his/her duties and responsibilities
- Interacts on a professional level with colleagues and seeks to establish and maintain productive relationships with them in order to promote mutual understanding of the school's ethos

Purpose of the Job

- To support After School Clubs by preparing, organising and collating resources. The postholder will undertake practical administrative tasks, including photocopying, cutting and assembling arts and crafts and teaching materials, helping to ensure that staff have the resources needed to support After School Clubs and TASC.

Key Tasks

- Photocopy, print and prepare classroom resources as requested by teaching staff.
- Cut, sort and collate worksheets, art templates, sewing resources and other learning materials.
- Prepare sets of materials for use by the Art and Sewing Club and TASC children.
- Dispose of confidential waste appropriately in line with school procedures.
- Support the smooth preparation of resources for special events, educational visits and curriculum projects if required.
- Undertake other reasonable duties consistent with the nature and grade of the post.
- Carrying out all responsibilities and activities within an equal opportunities framework
- Working within agreed policies

Person Specification

Essential criteria:

1. Good organisational skills and attention to detail.
2. Ability to follow instructions accurately.
3. Ability to work independently and manage time effectively.
4. Reliable, punctual and flexible.
5. Ability to undertake repetitive tasks accurately and efficiently.
6. Commitment to maintaining confidentiality.

Desirable Criteria

1. Previous experience working in a school or educational environment.

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2. Experience of photocopying, laminating or preparing resources.
3. Basic IT skills, including the use of photocopiers and printers.

Working hours: 6 hours per week, with working days and times agreed flexibly with the school to meet operational requirements. The hours may be worked in one session or spread across the week by mutual agreement.