

The Greek School of Cambridge is seeking to appoint a part-time site officer to assist with the running of the school on Saturdays.

Please send your CV and a short motivation letter to [secretary@cambridgegreeksschool.org.uk](mailto:secretary@cambridgegreeksschool.org.uk).

### **Site Officer**

The Site Officer of the School plays an important part in assisting with the running of the School on Saturdays. The Site Officer acts as a role-model at all times by living and breathing the values of the Greek School of St. Athanasios; compassion, respect, perseverance and inclusion.

### **Site Main Responsibilities:**

#### **Saturday early morning**

- Needs to be present earlier than school beginning time (8.30am), unlock school and classrooms make sure that tables, chairs and everything else is in place as expected for the classes to run and then put them back in place. Open windows if necessary.
- Setting up and tidying the classroom. Make sure that tables, chairs and everything else is in place as expected for the classes to run and then put them back in place.
- Check heating and put it on/off as necessary.
- Help Teachers and Teacher Assistants preparing appropriate learning material, if required (carrying materials, projectors from one classroom to another).
- Secure the safety entrance of the kids to their school, in case parents are making use of the premises parking.

#### **Office**

- Turn on photocopier/printer, while make sure that printer and copier have enough supply of paper.
- Photocopy for Teachers if required (Teachers and Teacher Assistants leave necessary photocopy work at least a week earlier).
- If necessary, change cartridges to the copier; inform the appointed contact member of the School Committee when cartridges need to be ordered; change printer drum as required; inform the appointed contact member of the School Committee when drum/paper needs to be ordered.

#### **Toilets**

- Check toilets that are clean and in good state/ stool for young children available and correct if not.
- Check that there is supply of toilet paper and hand towels in the toilet. Let the appointed contact member of the School Committee know if the stock of these is getting low.
- Escort children to the Toilets during the teaching hours, if required.

#### **Saturday during day**

- Help Teachers and Teacher Assistants during the departure of the pupils from the school to secure children's safety during their exit from the school's premises.
- Undertaking children supervision duties, along with the Teachers and the Teacher Assistants, during the lessons' breaks, to secure children's safety.
- Register visitors with the registration book.
- Facilitate parents' requests and act according to the policies of the school. Help children following the directions of the Teachers and Teacher Assistants.
- Print and put-up ads/documents on the notice board according to requests by the School Committee. Take the board to the car park in the morning and bring it in before the end of the shift.

- Ask parents to sign the rota as required.
- Be alert of any issues or problems that may arise during the day and inform the appointed contact member of the School Committee.
- Be familiar with the location of different files in the office so that he/she can respond to requests in case of inspection.

**Security**

- Be familiar with the policies of the school and especially with the fire safety policies. Organise fire drills once a term and inform Teachers and Teacher Assistants in agreement with the Fire Officer. To assist with the fire drills the Fire Officer.

**Qualifications**

Good command of Greek and English language

**Experience**

Working with people of different ages and needs such as customer care, handling complaints etc.

This position reports to the Head Teacher and the School Committee of the Greek School of St Athanasios.

## **Person Specification**

Assessed from:

- 1: Written Application
- 2: Documentary Evidence
- 3: Interview / Lesson plan

<b>Appointment Criteria</b>	<b>Essential / Desirable</b>	<b>Assessed from</b>
<b>Qualifications</b> 1. Good command of Greek and English language	E	1, 2, 3
<b>Experience</b> 1. Working with children 2. Working with people of different ages and needs such as customer care, handling complaints etc.	D D	1, 2, 3 1, 2, 3
<b>Skills</b> 1. Good communication and problem solving 2. Patience and good manners due to interaction with various people of different ages and needs 3. Teamwork and collaboration 4. Effective use of technology to support Teachers 5. Able to help with minor repairs	E E E E D E	1, 3 1, 3 1, 3 1, 3 1, 3 1, 3
<b>Other</b> 1. Enthusiasm for and commitment to the role 2. Reliability and integrity 3. Willingness to comply with School Policies and Procedures 4. Evidence of Continuous Professional Development	E E E E	1, 3 1, 3 1, 3 1, 2, 3
<b>Certificates/Evidence</b> 1. Previous Experience References 2. Enhanced DBS or updated DBS Service 3. Ability to work in the UK (Pre-settled or Settled Status) 4. Bank account details 5. First Aid Certificate, if available 6. Safeguard Training Certificate, if available	D E E E D D	2 2 2 2 2 2