



Job title:	Casual School Assistant	
Reports to:	Mosaic Central HR Team	
Salary:	£14.00 per hour	Hours: Casual – Term Time Only

Key Purpose:

To support the learning and physical/general care of pupils and support the teacher and pupils in the classroom, during breaks and in the extended school provision. To support the efficient and effective operation of the school office and the day-to-day running of the school.

Main Responsibilities

- Provide support to teachers and pupils in the classroom
- Assist with the preparation of teaching materials and resources
- Supervise and support pupils during activities, breaks, the lunchtime period and extended school provision
- Help maintain a positive and safe learning environment
- Promote positive behaviour and manage any conflicts that arise among children.
- To safeguard children and ensure and promote their health and safety
- Undertake first aid and emergency personal care as needed, following health and safety guidelines
- Support administrative tasks as needed

Other Responsibilities

- Be prepared to work flexibly across all schools within the Trust and provide cover as and when required.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security and data protection, reporting all concerns to an appropriate person.
- Proactively promote and demonstrate Mosaic Schools Learning Trust's vision, values and ethos in all aspects of work.
- Ensure that all duties and services provided are in accordance with the Trust's Equal Opportunities Policy.

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills and grade.

Details and emphasis are subject to amendment and revision in the light of the changing needs of Mosaic Schools Learning Trust. This will always be in consultation with the post holder and any additional training needs identified and discussed with the post holder's line manager.

Mosaic Schools Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Person Specification

Criteria	Essential = E Preferable = P Desirable = D
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Experience

<ul style="list-style-type: none"> • Experience working with children • Experience of working as part of a team. • Previous experience in a school setting 	P E P
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Skills and Knowledge

<ul style="list-style-type: none"> • Good interpersonal and communication skills. • Ability to work as part of a team • Basic IT skills • Good numeracy and literacy skills. • Ability to relate well to children and parents with patience and understanding. • Good organisational and time management skills. 	E E E E E E
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Personal Attributes

<ul style="list-style-type: none"> • Patient, caring and supportive attitude • Reliability, confidentiality and integrity. • Versatile and flexible. • Ability to promote the positive image of the schools and the Trust. • A positive and flexible attitude to work. • Ability to adapt to different situations and think on your feet. • Commitment to safeguarding and promoting the welfare of children • Willingness to undertake further training/development opportunities 	E E E E E E E E
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Date: March 2025