

Casual Work for Enfield Council

Title of position/work available	Support Assistant – Enfield Music Service General duties supporting the smooth running of the Enfield Music Service (EMS) Saturday Music Centre
Department/Service	Enfield Music Service
Grade	SC 1B
Hourly rate	£11.31
Description of the work available:	To assist the Saturday Music Centre Administrator in monitoring pupils as they arrive at/leave the Centre each week. To assist with the end of term performances To assist with Reception duties To help ensure the safety and wellbeing of pupils and parents/carers.
To apply for this work and an application form, please contact:	wendy.kemp@enfield.gov.uk 07949 548994
Candidate information:	Please note this work is being offered on an 'as and when' basis and you will not be an employee of Enfield Council.
Closing date for applications:	Ongoing recruitment until the post is filled

JOB ROLE PROFILE AND PERSON SPECIFICATION

Post Title and Number: Relief Support Assistant 50028399 / 50032495

Present Grade: SC1 (equivalent to school lunchtime supervisor)

Dept.: Resources

Service/Section/Team: Enfield Music Service

Reports to (title): Head of Saturday Music Centre

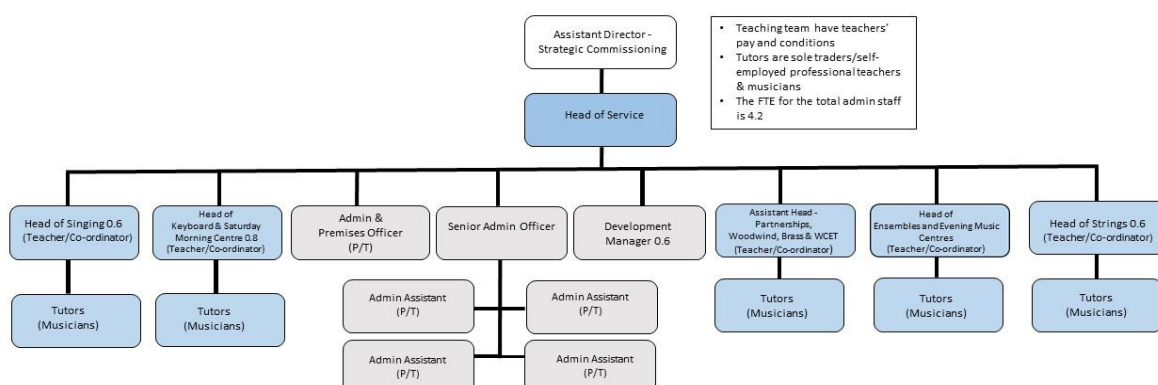
Purpose of the Role:

- To help supervise children and young people during their attendance at the EMS Saturday Music Centre
- To assist with reception duties and setting up equipment
- To help ensure the safety and well-being of pupils and parents/carers

Dimensions including Structure Chart:

1. Annual budgetary amounts with which the role is either directly or indirectly concerned:
N/A

2. Structure Chart: Relief Support Assistants are line managed by the Head of Keyboard & Saturday Music Centre.



3. Number of direct reports: None
4. Nature of reporting relationship between post holder and line manager: regular dialogue
5. Any other relevant statistics

Key Accountabilities:

Insert the most important and frequent accountabilities first.

(You are not restricted to eight accountabilities)

Accountabilities	Percentage of Time (%)
1. To assist the Saturday Centre Administrator in monitoring pupils as they arrive at/leave the Centre	30
2. To ensure that pupils do not leave the premises unless authorised to do so	15
3. To escort and/or direct pupils to lessons as appropriate	15
4. To prevent pupils entering corridors/classrooms to which they should not have access	10
5. To prevent pupils taking food and drink outside the hall	10
6. To help set up some equipment at the start of the morning, to check that teaching rooms are left in a clean and tidy condition and all equipment has been put away at the end of the morning, and where relevant that chairs and tables are returned to their original layout.	10
7. Any other duties reasonably requested by management	10
8. Carry out all accountabilities in compliance with the Council's Policies and Procedures	-

Key Relationships (Internal and External):

With Head of Saturday Music Centre

Equality and Diversity:

The Council has a strong commitment to achieving equality in its service to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.

Health and Safety:

The post holder shall ensure that the duties of the post are undertaken with due regard to the Council's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.

For a more detailed definition of these responsibilities, refer to the current versions of the Corporate Health & Safety Policy, Group Safety Policy and employee information leaflet entitled "Health & Safety Policy; Guidance on Staff Health & Safety Responsibilities".

Corporate Health and Safety Responsibilities

All employees have personal responsibilities to take reasonable care for the health and safety of themselves and others. This means:

1. Understanding the hazards in the work they undertake;
2. Following safety rules and procedures;
3. Using work equipment, personal protective equipment, substances, and safety devices correctly; and
4. Working in accordance with the training provided and only undertaking tasks where appropriate training has been received.

Employees shall co-operate with the Council by allowing it to comply with its duties towards them. This requires employees to:

- take part in safety training and risk assessments and suggest ways of reducing risks; and
- take part in emergency evacuation exercises.

Employees shall report all accidents, 'near miss' incidents and work related ill health conditions to their manager/supervisor/team leader.

Employees shall read the Corporate Health & Safety – Organisation Part B Policy to ascertain and understand their responsibilities as an employee, line manager, Assistant Director or Director of the Council.

Information Security:

In order to protect the confidentiality, integrity and availability of Council information, including information provided by customers, partner organisations, and other third parties, where applicable, employees will comply with the Council's Information Security Policy.

Statement of Commitment to Safeguarding of Children and Vulnerable Adults through safer employment practice:

Enfield Council is committed to safeguarding and promoting the welfare of children and vulnerable adults. Safe recruitment of staff is central to this commitment, and the Council will ensure that its recruitment policies and practices are robust, and that selection procedures prevent unsuitable people from gaining access to children, young people and vulnerable adults. All staff employed to work with or on behalf of children and young people in the Council must be competent.

All staff working with Children & Vulnerable Adults should be aware of, and share the commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults when applying for posts at Enfield Council.

PERSON SPECIFICATION

Job Title: Causal Relief Worker

Grade: SC1 (equivalent to school lunch supervisor)

Department: Enfield Music Service

Team: Saturday Music Centre at Houndsfield Primary School

KNOWLEDGE, SKILLS & ABILITIES	HOW TESTED
<p>Job Specifics – Skills, Experience</p> <p>Essential:</p> <p>Good interpersonal skills in dealing with pupils and their parents/carers</p> <p>Good spoken English</p> <p>Desirable:</p> <p>Experience of working with children/young people</p>	<p>Application – A</p> <p>I /A</p>
<p>Competencies*:</p> <ol style="list-style-type: none"> 1. Interpersonal skills 2. Adaptability 3. Credible personal presentation and manner, representative of the Enfield Music Service 	<p>I</p>

Knowledge* No specialist knowledge required	
Qualification(s)* No formal qualifications required	
Other Special Requirements* None	