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| 20. | The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on Hull City Council, as your employer and you as an employee of the council. In addition to the Council's overall duties, the post holder has personal responsibility for their own health & safety and that of other employees; additional and more specific responsibilities are identified in the Council's Corporate H&S policy. |
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GENERAL:
The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility. The postholder must be flexible to ensure the operational needs of the Council are met. This includes the undertaking of duties of a similar nature and responsibility as and when required, throughout the various work places in the Council.

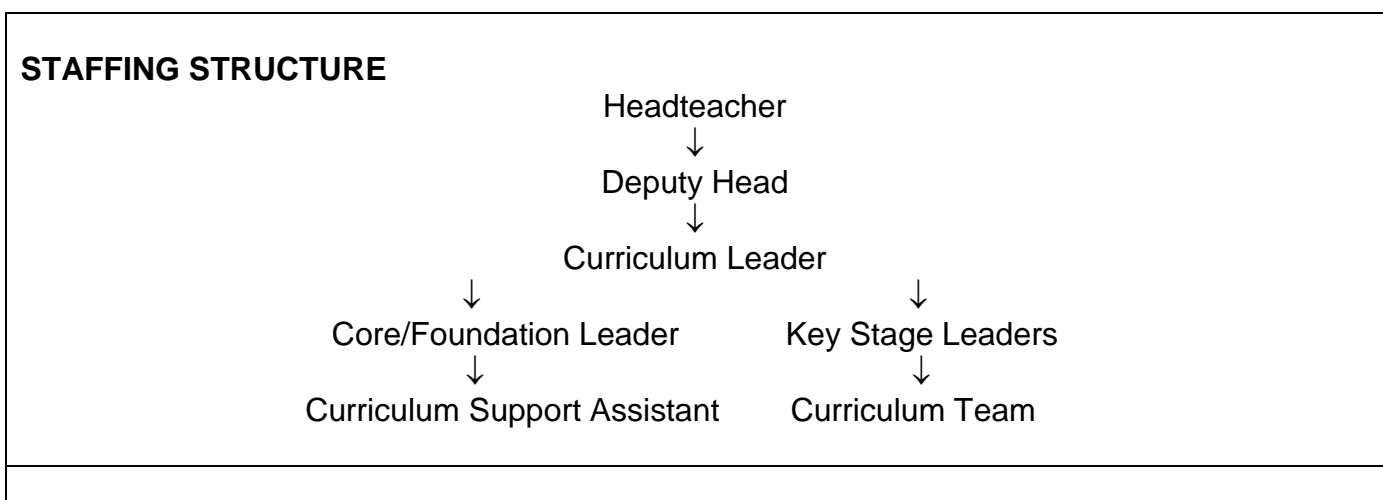
DIMENSIONS:
All sections should be completed – if there aren't any state 'none'

- 1. Responsibility for Staff:**
None
- 2. Responsibility for Customers/Clients:**
Contributing to the safeguarding and well-being of all members of the school
- 3. Responsibility for Budgets:**
None Directly
- 4. Responsibility for Physical Resources:**
None Directly

WORKING RELATIONSHIPS:
All sections should be completed – if there aren't any state 'none'

- 1. Within Service Area/Section:**
Teachers/Teaching Staff/Admin Staff/Parents/Pupils
- 2. With Any Other Council Areas**
None
- 3. With External Bodies to the Council**
None

ORGANISATION CHART:



| | <i>Tick relevant level for each category</i> | | | | | | Supporting Information (if applicable) |
|---|--|------------|-----------------|-------------|------------------|----------------|---|
| | Not applicable | Low | Moderate | High | Very High | Intense | |
| PHYSICAL DEMANDS: Physical Effort and/or Strain – (tiredness, aches and pains over and above that normally incurred in a day to day office environment). | | | X | | | | Setting up resources |
| WORKING CONDITIONS: Working Conditions – (exposure to objectionable, uncomfortable or noxious conditions over and above that normally incurred in a day to day office environment). | | X | | | | | The work involves regular contact with staff and pupils, and there may be some occasions of conflict in the conduct of pupils. It is anticipated however that this would be minimal, and that the postholder would seek assistance. |
| EMOTIONAL DEMANDS: Exposure to objectionable situations over and above that normally incurred in a day to day office environment. | X | | | | | | |

| PERSON SPECIFICATION | | Tick relevant column | | List code/s* |
|--|--|----------------------|------------------------|--------------------------------|
| <p>The information listed as essential (the column that is shaded) is used as part of the job evaluation process. The requirements identified as desirable are used for recruitment purposes only.</p> <p><i>*Codes: AF = Application Form, I = Interview, CQ = Certificate of Qualification, R = References (should only be used for posts requiring DBS's), T = Test/Assessment, P = Presentation</i></p> | | Essential | Desirable | How identified |
| | | 1. | Qualifications: | |
| | None Required | | | |
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| 2. | Relevant Experience: | | | |
| | Previous experience of working in a school environment | | X | Application form and Reference |
| | Previous experience of updating displays and setting up resources | | X | Application form and Reference |
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| 3. | Skills (including thinking challenge/mental demands): | | | |
| | Motivation to work with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>). | X | | Application form and Reference |
| | Ability to form and maintain appropriate relationships and personal boundaries with children and young people and/or vulnerable adults (<i>service area to include where appropriate</i>). | X | | Application form and Reference |
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| 4. | Knowledge: | | | |
| | A knowledge and commitment to safeguarding and promoting the welfare of children, young people and/or vulnerable adults (<i>service area to include where appropriate</i>). | x | | Interview |
| | The postholder will have basic knowledge of Food Hygiene, Health and Safety, First Aid, Lifting and Handling and Fire Prevention for which appropriate training will be provided | x | | Application form |
| | | | | |
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| PERSON SPECIFICATION | | Tick relevant column | | List code/s* |
|--|---|----------------------|-----------|----------------|
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| | | | | |
| 5. | Interpersonal/Communication Skills: | | | |
| | Verbal Skills | | | |
| | Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people and/or vulnerable adults (<i>service area to include where appropriate</i>). | X | | AF/I |
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| | Written Skills | | | |
| | Good Standard of Literacy | X | | AF/I |
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| 6. | Other: | | | |
| | If there aren't any state 'none' | | | |
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| The requirements listed below are not considered during the job evaluation process, but are essential requirements for the role that will be assessed during the recruitment process. | | | | |
| 7. | Competencies: | | | |
| | The competencies listed below are all essential requirements for working at Hull City Council in any post; however, those that have been ticked as essential have been identified as key competencies for this role and will be measured as part of the selection process. They are not required to be addressed in the candidate's application form. | | | |
| | Leading forward | | N/A | |
| | Improving services | | N/A | |
| | Analysis and decision making | | N/A | |
| | Making things happen | | N/A | |
| | Communicating with impact | | N/A | |
| | Collaboration | | N/A | |
| | Developing self and others | | N/A | |
| | A copy of the Competency Framework can be accessed via the Council's website – www.hullcc.gov.uk/jobs | | | |

| PERSON SPECIFICATION | | Tick relevant column | | List code/s* |
|---|--|----------------------|---------------------------------|-------------------------|
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| | | 8. | Additional Requirements: | |
| | If there aren't any state 'none' | | N/A | |
| | | | N/A | |
| | | | N/A | |
| 9. | Disclosure of Criminal Record: | | | |
| | The successful candidate's appointment will be subject to the Council obtaining a satisfactory Enhanced with childrens Barring List Disclosure | x | N/A | DBS Disclosure |
| | If the postholder requires a DBS disclosure the candidate is required to declare full details of everything on their criminal record. | x | N/A | AF(after short listing) |
| | If the postholder does not require a DBS disclosure the candidate is required to declare unspent convictions only. | | N/A | AF(after short listing) |