

Elementary Assistant

Job Title: Elementary Assistant

Job Description: Please follow [this link](#)

Salary/Benefits: Between £22,000 and £25,000. Pension.

Hours of Work: 7.45am to 3.45pm Monday to Friday.

Essential Qualifications: Scottish Highers or equivalent

Preferred Qualifications: First Aid, IT or Office skills. Bachelor's degree

Preferred Experience: Care of elementary aged children, especially in a school setting.

Other requirements: Employment is dependent on a successful [PVG](#) check (see below)

Responsibilities: The elementary assistant works with teachers and the elementary leadership team to ensure that children are well looked after during the school day and can access the curriculum and other school activities. They also help in ongoing communications with parents.

The elementary assistant starts the day by ensuring attendance records are complete, following up with parents as needed. Parents may contact the assistant about organisation matters such as attendance, activities, buses and forgotten items.

The elementary assistant will be given designated time to respond to parent communications (including follow up for forms) and to complete routine administrative tasks such as printing and photocopying for teachers. At set points in the year, the elementary assistant will be given extra time to oversee activity sign ups, parent sign ups for conferences and the distribution of report cards.

However, the bulk of time will be spent directly with students. S/he will be available throughout the day to help with first aid, and at the end of the day will ensure students get to their after school activities. S/he will be assigned times to work in the classroom to support teachers in helping students access the curriculum.

Further Details: Shortlisted candidates will be asked to attend an interview. An in person interview is preferred, but if that is not possible then it can be online.

A Disclosure Scotland PVG Membership application will be undertaken on behalf of the successful applicant; cost to be met by the employer.

Application: Send a cv and cover letter to ISA's Head of HR, [Jane Hepburn](mailto:jhepburn@isa.aberdeen.sch.uk) (jhepburn@isa.aberdeen.sch.uk).



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