



VRANCH HOUSE

Pinhoe Road, Exeter, EX4 8AD

Tel: 01392 468333 / Fax: 01392 463818

Lunch Time Support Assistant

Job Description

Vranch House is a school for children with physical difficulties (mostly arising from Cerebral Palsy), aged from 2 years upwards.

We are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.

A DBS disclosure is required for this post.

Duties will include:

- Responsibility for promoting and safe guarding the welfare of children in school.
- Active 1-1 support for children to eat their lunch, including administering gastrostomy feeds, where appropriate, following training.
- Intimate care including; administration of some medicines with supervision and personal care hygiene. Also helping children to develop independence skills in basic hygiene whilst respecting the child's dignity at all times.
- Supervision of children during their lunch break.
- Following Best Practice Policies within school, for a wide range of activities, such as, Moving and Handling guidance and training when lifting and moving children or using hoists within school, Intimate Care, Communication and Safeguarding Children.
- Setting up, cleaning and tidying away play equipment for child.
- Playing with children in classes as appropriate.
- Be involved in training sessions at school such as; Infection Control, ICT skills & development, safely and comfortably securing leg splints and gaiters as necessary.
- Supporting the development of children's independent life skills as appropriate, following training, such as, eating and drinking, mobility and communication skills.
- Collecting and taking items for washing to laundry room (on a rota basis)

- Checking classroom stock and restocking as required e.g. wipes, hand gel, gloves, aprons etc.
- Attending regular meetings for support staff, and training sessions as requested.
- Relaying messages, observations and feedback to other members of staff as appropriate.
- Assisting other staff with clubs and activities taking place during the lunch break.

Other Duties:

Cover in class and therapy groups, following full training and opportunities to progress, if appropriate, as vacancies arise.

Essential Skills:

- A professional approach at all times, within school.
- Tidy appearance with long hair tied back and no large pieces of jewellery and sensible footwear, for Health and Safety reasons.
- The ability to build rapport with children.
- The ability to demonstrate responsiveness to the needs of individual children.
- A willingness to undertake Makaton signing training and to use this in school as appropriate and to use the communication aids appropriate for each child, following training.
- The ability to use own initiative at times but always check actions first, if unsure, and to take direction from other members of staff as appropriate.
- The ability to work as part of a team, with good communication skills and a willingness to learn.

Training will be provided in all aspects of these duties.

Support / advice is available from members of the school and therapy teams.

This post would be ideally suitable for someone with a health and social care background.

Hours: 2 hours daily for 39 weeks a year with some paid training prior to commencement.

Salary: For 10 hours per week (£8.42 per hour)

Salaries are paid monthly and will be based on one twelfth of the annual rate which is for 39 weeks work plus a paid holiday entitlement of 5 weeks inclusive of statutory and bank holidays. Holiday entitlement increases after 5 and 10 years service.

An application form can be downloaded from the our Website www.vranchhouse.org or requested by telephoning 01392 468333.

The Closing Date for receipt of applications is as published on our website.