

Dover Grammar School for Girls

Support Worker

Job Description



Role: To assist an access to work employee.

Up to 14 hours (flexible) per week during term time and including supporting employee on 5 teacher training days.

Grade: KR4 £21389 pro rata

Duration: linked to funding, which is at present to July 2026

Start date: as soon as possible

Closing date:

Responsibilities of the role:

- Help employee and off site or organise for someone else to
- Physically open and shut doors
- Put out tables and chairs/clearing dependent on classroom activity between classes
- Help with movement between classes – open doors, help move desks if required to ensure access, carry resources
- Copying, stapling, collating, organising resources
- Distributing resources, supporting employee with more mobile students (classroom leavers) etc
- Carrying, lifting small items, moving furniture
- Accessing areas employee can not e.g. stage, lighting tower; movement of wooden rostra (stage blocks), support with lighting
- Sorting, tidying, collating and organising resources (including costumes, props etc) for both lesson and extracurricular projects. This is largely in an upstairs space and involves raising arms, lifting small things

Person specification:

Essential:

- Willingness to undertake First Aid and Health and Safety training, and other training relevant to the role.
- Excellent communication, interpersonal and organisational skills
- Compassion, patience and discretion
- Flexible schedule and willingness to work varied hours.
- Have a cheerful, positive and can do approach to work.
- Innovative and proactive problem solving skills.

Desirable:

- Experience in working with people with disabilities
- Experience in undertaking basic administrative duties

All staff are ultimately responsible to the Headteacher. This role is line managed by Mrs Sarah Bartlett