
Support staff roles generic job descriptions

Support staff work in many important and often multiple roles in a school. The generic job descriptions/person specifications here for support staff have been developed to support schools in a range of areas. These include:

- Recruiting new staff when filling a vacancy
- Revising the roles of existing staff
- Updating existing documentation
- Conducting performance management processes
- Revising staffing structures or restructuring

These documents may be used in their entirety or copied to suit individual needs. All documents open in word.

The [guidelines on support staff job descriptions](#) (word) provide more detailed information to support the use of these job descriptions and person specifications.

Job evaluation

When you recruit support staff, job descriptions should go through the [job evaluation](#) process prior to advertising, unless you use a generic job description and even then you should notify the [schools HR consultancy team](#).

Choose one of following

[Admin staff and school business managers](#)

Provide essential back-up services for the whole school ranging from day to day office support to financial and school business management.

[Learning support](#)

Staff who work with teachers in the classroom to help pupils with their learning, ie teaching assistants, higher level teaching assistants, nursery nurses and cover supervisors.

[Pupil support](#)

Staff who are responsible for the welfare of pupils during break, lunchtime and outside school hours and staff who assist pupils with social, emotional and behavioural difficulties and careers advice.

[Site staff](#)

Staff who ensure a clean, safe and tidy school environment and provide meals at lunch time. Site staff include caretakers, cleaners, caterers and site managers.

[Specialist and technical staff](#)

Provide valuable resources that support teaching and learning. Specialist and technical staff include science, CDT and ICT technicians and managers, librarians and music specialists.

[Special school generic job descriptions](#)

These job descriptions have been specifically designed to incorporate the demands of job roles and responsibilities within a special school setting.

Related services

[HR advice and consultancy 2020/21](#)

[School workforce development support 2020/21](#)

Was this page useful?

- [Yes](#)
- [Neutral](#)
- [No](#)

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