

ANCILLIARY STAFF

a)

1. A School Secretary is funded for 30-35 hours per week. This person will share fronting with the office, use School Management System – ETAP/ENROL and complete all administrative typing / organisation for Principal and Board of Trustees.
Teachers seeking assistance from the Secretary must seek the Principal's prior approval (on Request Sheets in box in hallway).
2. An Executive Officer has responsibility for all financial systems, work with EDTECH, some, general office work, Board of Trustee typing, — 35 hours per week.
3. An Assistant Clerical Executive worker will have general office duties and cash handling etc as negotiated in Job Description (Up to 30 hours per week).
4. A Resources Manager – Order, receive and check all inwards goods. General office duties – 25-30 hours per week.

b) **Teacher's Aides**

Each year the needs of the school and funding available will determine the employment decisions for Teachers' Aides.

Their responsibilities may include:

- (i) Library assistance
- (ii) Teacher and children resources
- (iii) Photocopying
- (iv) Special Needs assistance for students
- (v) Lunch systems
- (vi) General assistance in classrooms.
- (vii) Special programmes (Literacy Leader)
- (viii) Interest Groups

c) **Caretaker**

The school will have the services of a full-time caretaker assisted by one grounds person. These people are employed by the Board of Trustees, although supervision is the responsibility of the Principal. They are an integral part of the staff.

Any teacher requiring their assistance must seek the Principal's prior approval. A "Maintenance Book" is in the Secretary's office and all caretaker assistance needs must be listed, dated and signed and a copy put onto the caretakers clipboard.