

ERSKINE STEWART'S MELVILLE SCHOOLS



Job Description

JOB TITLE	• Junior School Assistant (including Games)
CONDITIONS OF ROLE	• Start Date: This is a temporary term-time position available from 5 January 2026 to 26 June 2026 (subject to satisfactory pre-employment checks). • Contract Type: full time, fixed term, term time • Hours of Work: The average weekly working hours will be 37.5 hours per week. Your core hours will be Monday to Friday, 8:30am to 3:30pm and Saturday morning for 1.5 hours, with the following hours required - Extra Games every Wednesday from 3:30pm to 4:30pm - Breakfast Club one morning a week, and an additional Friday once every 4 weeks, on a rota basis, from 7:45am to 8:30am - Bus Club once a week, with an additional Friday once every 4 weeks, on a rota basis, from 3:30pm to 4:40pm (Please note this late finish is due to Bus Club, which would only occur on a once- every-four-weeks rota. Otherwise, you would finish at 3.30pm.) • Grade: As a Junior School Assistant (including Games) your salary is £20,807 per annum which is Point B8 on the ESMS Support Staff Salary Scales. • Holiday Entitlement: Annual leave will be paid allowance in the annual salary as this is a term time only contract. All holidays will be taken during the school holidays. • Location: The postholder will be based at the Queensferry Road site.

ROLE DETAILS	
PURPOSE OF THE ROLE	• The Junior School Assistant (including Games) works in a support role for Year Group Leaders, Class Teachers and Teacher Assistants, particularly in ESMS Junior School. They also support the Junior School Games programme (P4-7).
ACCOUNTABILITY	• The Junior School Assistant (including Games) is directly responsible to the Deputy Head (Pastoral Care Primary 4-7).

AUTHORITY	The Junior School Assistant (including Games) has authority as delegated by the Deputy Head (Pastoral Care Primary 4-7) and other promoted staff and Class Teachers.
RELATIONSHIPS	- The Junior School Assistant (including Games) will work closely with each other, the Deputy Head (Pastoral Care Primary 4-7), other members of the ESMS Junior School Leadership Team, Year Group Leaders, Class Teachers and Teacher Assistants. - The Junior School Assistant (including Games) will work primarily with children and staff in Primary 4-7, as well as Heads of Junior School Games.

DUTIES AND KEY RESPONSIBILITIES	- To help with supervision of the Primary 4-7 Junior School playgrounds at break and lunch times. - To help with supervision of children within the dining hall. - To provide in-class support for teachers in the ESMS Junior School, across Primary 4 to 7. - To assist class teachers and administrative staff with a wide variety of administrative duties, including photocopying and laminating. - To help with sporting commitments, including the weekly Games programme plus Saturday morning coaching and games. - To help with Breakfast Club supervision between 7:45am and 8:30am on a rota basis (1 per week plus a Friday on a 4 week rota). - To help with 420 Bus Club supervision between 3:30pm and 4:30pm on a rota basis (1 per week plus a Friday on a 4 week rota). - To help with the supervision of groups of children as necessary. - To assist with miscellaneous tasks as directed by the DHT Primary 4-7 and other promoted staff and class teachers, including some evening events such as School shows or concerts. - The Junior School Assistant will be required to attend at least one residential camp to support children for up to four nights duration.
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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Experience	- Previous experience of playing sports - Previous experience of working with children	- Previous experience of supporting a teacher in a classroom - Knowledge of Microsoft 365 - Previous experience of coaching children and young people

Skills / Abilities / Capabilities	• Independent, self-motivated and organised, with an ability to work as part of a team • Ability to multi-task and prioritise own workload with good attention to detail • A good team player who relates well to others	• Wide knowledge of team sports
Personal Attributes	• Kind and enthusiastic person who puts the interests of the children first • Demonstrates the values of ESMS • Excellent communication skills (orally and in writing) and interpersonal skills	• Boundless energy and resilience to drive children in sport