

# The Classroom Times

## Job Section

Job Title:	Teacher's Assistant
Duties:	To undertake any tasks requested by teacher.
Must be:	A confident and responsible individual with excellent listening skills and attention to detail.
To apply, complete online application.	

Job Title:	Pencil Assistant
Duties:	To sharpen the pencils that are in the basket and to maintain the class log for pencil loan.
Must be:	An organised and responsible individual with excellent record keeping skills and keen attention to detail.
To apply, complete online application.	

Job Title:	Messenger
Duties:	To deliver messages and collect resources requested by the teacher.
Must be:	A responsible individual with excellent communication and listening skills.
To apply, complete online application.	

Job Title:	Attendance Monitor
Duties:	To complete the class register that remains in class in the morning and after lunch take absence record folder to box.
Must be:	A responsible and punctual individual with excellent attention to detail.
To apply, complete online application.	

Job Title:	Events Planner
Duties:	To create a calendar of important events and birthdays for the class as well as decorate for the birthday pupil.
Must be:	An organised and creative individual with a pleasant and positive manner.

To apply, complete online application.

Job Title:	Noise Monitors
Duties:	To issue penalties for non-compliance of class volume level.
Must be:	A determined, rule follower, with excellent observation skills.
To apply, complete online application.	

Job Title:	Retail Manager
Duties:	To open and close the shop securely. To manage the shop stock and ensure sales transactions are completed accurately using online class banking system.
Must be:	A responsible individual with excellent numeracy and ICT skills.
To apply, complete online application.	

Job Title:	Retail Assistant
Duties:	To assist with sales transactions, ensuring that each one is completed accurately.
Must be:	A responsible individual with excellent numeracy skills.
To apply, complete online application.	

Job Title:	Postman/Postwoman
Duties:	To deliver mail and ensuring that every individual has collected their mail.
Must be:	A responsible individual with and fantastic memory and excellent observational skills.
To apply, complete online application.	

Job Title:	Digital Assistant
Duties:	To collect/return iPads and laptops for use in class and to store them properly on charge.
Must be:	A responsible and dedicated individual with excellent organisation and observation skills.
To apply, complete online application.	

Job Title:	Games Resource Manager
Duties:	To ensure games, dice and other related resources are organised and stored away neatly.
Must be:	A responsible individual with attention to detail.
To apply, complete online application.	

Job Title:	Class Librarian
Duties:	To keep classroom library organised and tidy.
Must be:	A book loving, responsible individual with attention to detail.
To apply, complete online application.	

Job Title:	Medical Assistant
Duties:	To assist pupils who need to attend the office for medical evaluation and assist with plasters for very minor injuries.
Must be:	A kind and caring individual with excellent listening skills.
To apply, complete online application.	

Job Title:	Maintenance Officer
Duties:	To ensure that the classroom and areas that we use in other spaces around the school are left in a clean and tidy manner.
Must be:	A responsible individual with attention to detail.
To apply, complete online application.	

Job Title:	Noise Control Manager
Duties:	To record button scores from the end of each day using excel and process the button awards on online class banking system.
Must be:	An organized individual with strong computing, listening skills and keen attention to detail.
To apply, complete online application.	

Job Title:	Toilet System Monitor
Duties:	To return toilet tokens each morning and ensure that the classroom checkout system is cleaned daily.
Must be:	A responsible individual with excellent listening skills.
To apply, complete online application.	

Job Title:	Property Manager
Duties:	To process weekly stationery and desk rent, property sales and rent rebates for absences using the online class banking system.
Must be:	An organized individual with strong computing, record keeping skills and keen attention to detail.
To apply, complete online application.	

Job Title:	Payroll Manager
Duties:	To process weekly salaries and wage deductions for absences using the online class banking system.
Must be:	An organized individual with strong computing, record keeping skills and keen attention to detail.
To apply, complete online application.	

Job Title:	Administration Assistant
Duties:	To return pupils' jotters and other paperwork as required.
Must be:	A friendly individual with keen observation skills.
To apply, complete online application.	

Job Title:	Eco Monitor
Duties:	To ensure that the paper bin is emptied and that we are conserving energy in our classroom.
Must be:	A responsible individual with a passion for protecting the planet.
To apply, complete online application.	

Job Title:	Cloakroom Attendant
Duties:	To ensure that the cloakroom is tidy and nothing from our class is left behind.
Must be:	A responsible individual with excellent observation skills.
To apply, complete online application.	

Job Title:	Stationery Manager
Duties:	To maintain the class log for stationery that are on loan.
Must be:	An organised and responsible individual with excellent record keeping skills and keen attention to detail.
To apply, complete online application.	

Job Title:	Water Station Attendant
Duties:	To ensure that the water station is kept tidy and all water bottles are taken home at the end of the day.
Must be:	A responsible individual with excellent observation and communication skills.
To apply, complete online application.	

Job Title:	Question Assistant
Duties:	To assist your classmates when they are stuck and need a little reassurance to check their progress.
Must be:	A responsible and efficient individual, skilled at completing tasks independently and confidently guiding others if they are stuck.
To apply, complete online application.	

Job Title:	Lunch Monitor
Duties:	To login and ensure everyone in our class has placed their lunch order.
Must be:	A responsible and punctual individual with excellent attention to detail.
To apply, complete online application.	