



### **General Assistant 2 (Special Needs)**

We are seeking a suitably qualified and experienced Part-Time General Assistant 2 (Special Needs) for the provision of assistance to teachers/learning support assistants in/outside College with care of students

#### **Salary scale:**

- Point 11 (14.9917 per hour) to 14 (15.7367 per hour) pro rata

#### **Main duties/responsibilities:**

- Assist student/s with toileting/personal hygiene/dressing including the use of basic toileting aids.
- Ensure the safe mobility and general supervision of the student/s within school premises, including the playground and on school outings, transporting student's belongings (if required).
- Accompany teachers, learning support assistants and/or therapy staff with groups on outings or in respect of individual/group therapy programmes, e.g. swimming, educational outings, hydrotherapy etc.
- Ensure appropriate care and feeding of students at meal times.
- Ensure students comply with normal College rules and routines during the school day.
- Clean equipment connected with daily activities in classroom and assist with setting out equipment as directed.
- Such other duties as may be assigned within the level of the post. Those duties should be non-curricular.

#### **Additional assistance**

- Undertake complex medical or invasive medical/clinical procedures.
- Use of specialist equipment for toileting and mobility for which specialist training is required.
- Provide specialist feeding support following assessment by a Speech and Language therapist under a formal programme identified by that assessment.

## **General conditions**

- Carry out all duties to comply with:
  - (a) the Health and Safety at Work (NI) order 1978;
  - (b) Acts of Parliament, Statutory Instruments and Regulations and other legal requirements;
  - (c) Codes of Practice.
- Carry out all duties in the working conditions normally inherent in the particular job.
- Complete all necessary paperwork.
- Carry out duties for jobs up to and including those in the same grade, provided such duties are within the competence of the employee.

## **Criteria**

### **Essential**

The persons appointed shall have a good level of general education to include:

- Have a minimum of 6 months' experience of working with a student/students in a school setting
- Demonstrable experience in one or more of the following areas:
  - Provide direct support to a student/students in a school setting
  - Providing support to a teacher and/or school staff inside and outside of the classroom
  - Providing additional direct support\* to a student/students in a school setting

*\*Additional support is defined as undertaking medical procedures, using specialist support equipment, or providing specialist feeding support.*

- Demonstrate knowledge of the requirements of a General Assistant 2 (Special Needs)
- Willingness to undertake job related training as and when required
- An understanding of and commitment to integrated education

### **Desirable**

- Evidence of a working knowledge of one or more of the following IT systems
  - Microsoft Word and Outlook
  - C2k schools IT systems
- An interest in contributing to the extra-curricular life of the College

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

**Posts involving work in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007). The successful applicant will require an enhanced disclosure check which at present costs £32. Further details regarding the payment of this check will be issued with the contract of employment.**

**To Apply:**

Please download an application pack from our website [www.shimnaintegratedcollege.org](http://www.shimnaintegratedcollege.org) and return to Karen Maguire, the Bursar, at [kmaguire432@c2ken.net](mailto:kmaguire432@c2ken.net)

Closing Date: **Wednesday, 21 January 2026 at 1 pm.**

Shortlisted candidates will be contacted by email or telephone. Interviews are expected to take place the early the following week.

The College is an Equal Opportunities Employer.