

## Members' Library Service Request Form

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Document Title	Creation of an Auciliary (Home Economics) at Preston Lodge High School.

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Date	12/01/2017

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## SERVICE REVIEW REPORT



**REPORT TO:** Head of Council Resources

**BY:** Depute Chief Executive (Resources & People Services)

**DATE:** 28 November 2016

**SUBJECT:** Creation of a Permanent Part-time Auxiliary (Home Economics) Post at Preston Lodge High School

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### **1 PURPOSE**

- 1.1 To seek Head of Council Resources' approval under delegated powers for establishment changes detailed in the body of the report to create a new post of Auxiliary (Home Economics) Grade 2 (11 hours/39 weeks) as a result of changing service needs within Preston Lodge High School.

### **2 RECOMMENDATIONS**

- 2.1 To agree to the creation of an Auxiliary (Home Economics) - Grade 2 at Preston Lodge High School.

### **3 BACKGROUND**

- 3.1 This proposal is in response to an increase in workload as a result of additional long and short courses being delivered within the School.
- 3.2 These hours/duties are currently being covered as additional overtime hours by another employee already working at the School. This employee is currently employed as a Classroom Assistant (Grade 4).
- 3.3 This post will be advertised and recruited to in accordance with the Council's Recruitment and Selection Policy.

### **4 POLICY IMPLICATIONS**

- 4.1 There are no policy implications arising from this report.

## **5 INTEGRATED IMPACT ASSESSMENT**

- 5.1 The subject of this report does not affect the wellbeing of the community or have a significant impact on equality, the environment or economy.

## **6 DISCLOSURE SCOTLAND – PROTECTION OF VULNERABLE GROUPS SCHEME**

- 6.1 A PVG on-line assessment has been carried out and this post would be considered as regulated work with vulnerable children as specified in the Protection of Vulnerable Groups (Scotland) Act 2007.

## **7 RESOURCE IMPLICATIONS**

- 7.1 Financial – The costs to create an additional post at 11 hours/39 weeks per year on £8.33 per hour equates to £3,573.57 per annum (£4,302.58 including on-costs) plus sessional holiday pay.
- 7.2 Personnel - HR and Unison are supportive of the above proposals. The post will be advertised in accordance with the Council's Recruitment & Selection Policy.

## **8 BACKGROUND PAPERS**

- 8.1 Job Outline and Person Specification – Home Economics Auxiliary

<b>AUTHOR'S NAME</b>	Helen Findlay
<b>DESIGNATION</b>	School Business Manager
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<b>DATE</b>	28 November 2016

# Job Description

Job Title: Home Economics Auxiliary  
Directorate: Resources & People Services  
Division: Education  
Business Unit: Dunbar Grammar School  
Reporting to: Head Teacher

## Job Purpose:

Provision of daily support for the Home Economics Department to deliver Home Economics education to school students.

## Job Demands/Detail:

1. Preparation of cooking ingredients for Home Economics classes under the direction of Home Economics teachers.
2. Departmental housekeeping – maintaining the order in cupboards, Freezers and Fridges, washing tea towels etc.
3. Using PECOS and credit cards to purchase ingredients mainly on-line under the direction of Home Economics teachers.
4. Occasional requirement to purchase ingredients from local shops.
5. Collecting small amounts of monies from students and maintaining payment records on a daily basis.
6. Any other duties appropriate to the grade of the post as identified by the Home Economics Teacher.

# Person Specification

<b>JOB TITLE:</b>	Home Economics Auxiliary	<b>POST NO:</b>	6948
<b>DIRECTORATE:</b>	Resources and People Services	<b>DIVISION:</b>	Education
<b>BUSINESS UNIT:</b>	Dunbar Grammar School	<b>DEPUTE CHIEF EXECUTIVE:</b>	Alex McCrorie

QUALITIES	ESSENTIAL CRITERIA	DESIRABLE CRITERIA
<b>SKILLS AND ABILITIES</b>	Ability to communicate effectively. Ability to work under pressure. Ability to meet deadlines	
<b>KNOWLEDGE AND QUALIFICATIONS</b>	Educated to Standard Grade level	Elementary Food Hygiene Certificate of REHIS or equivalent
<b>EXPERIENCE</b>	Previous experience in working with food preparation	General clerical experience. Working with the public and/or children
<b>PERSONAL QUALITIES</b>	Ability to develop and maintain good relationships with staff and school students.  Ability to maintain confidentiality  Ability to be flexible in a variety of situations  Enthusiasm and willingness to be part of a team.	