

Admin and General Support – Non Teaching Staff

Please note: this guidance is of a general nature and should be treated as a guide, and in the event of any conflict between any applicable legislation (including the health and safety legislation) and this guidance, the applicable legislation shall prevail.

What you need to know

- Office staff, site, cleaning and non-teaching staff are allocated to the 'Support' bubble, and therefore should not come into contact with teaching staff or children wherever possible, and only with strict social distancing and good hygiene routines
- Some staff will be working from home more than others, where that is possible and practical and fits with their personal risk assessment
- Some 'Support' staff may be asked to be nominated First Aiders for all staff and children, and will be given PPE accordingly
- A rota basis will be used to ensure offices are covered during school hours, and cleaning and first aid support is in place as necessary
- Our usual cleaners will also be cleaning on a daily basis, per their normal contract
- Admin support staff can provide help with practical matters and phone calls, and will practice strict social distancing and hygiene when providing that support

Office and Admin Staff

Office staff will man the main office on a daily basis from 08.15am to 3.15pm (aligning with the times that students are on site) and are available, via phone and email, to support staff with attendance, booking support slots for year 10 students, phone calls home as requested, printing and photocopying and other office based support. They should not be coming into direct contact with children or staff and will observe strict social distancing.

Office hatches will be closed and locked. If support is needed, please contact the office via email or phone.

Solway - if you send printing or photocopying to the printer, please call the office to arrange delivery, or collect yourself, remembering to wipe down surfaces as you do so.

Beacon Hill – if you send printing or photocopying to the printer, please call the office to arrange delivery to the table outside your classroom, or collect from the table outside the office.

Office staff will remain in their offices wherever possible, and will not enter other bubbles unless essential and always observing social distancing and good hygiene.

Cleaning Staff

Some staff have been reallocated to perform cleaning duties on a daily rota.

These staff have been trained in the appropriate cleaning activities to be carried out, and can provide additional cleaning in emergency situations. To summon emergency help contact the office who will arrange for the on-call cleaner to attend.

Site Staff

Site staff will be on site from 8am to 11am and again from 2pm to close (approximate hours). They will be available for cleaning duties as well as general site issues. They should socially distance from all students and other staff at all times.

IT Support

Will be available remotely and any computer issues needing physical intervention will be dealt with out of hours and after appropriate sanitisation of equipment. Please email (preferably) or call for support.

Ordering and Finance

Will be happening remotely. Any issues please email or call for support.

Rotas (subject to change)

A second member of staff is available for additional office support (*remotely*) if needed or if any absence.

Day	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Admin Support - SOLWAY	Alison Tallontire Jen Rowlands	Mollie Scott Alison Tallontire	Amy Wise Jen Rowlands	Mollie Scott <i>Wendy Wise</i>	Mollie Scott <i>Wendy Wise</i>
Cleaning 11am to 3pm	Angela Hoodless	Gail Heath	June Anderson	Sue Brown (10 till 1pm)	Jenny Kitching
First Aid	Alison Tallontire	Alison Tallontire	Lesley Cuthell	Sue B (10-2) & Zoe Thompson	Chris Ferrie
Admin Support - BEACON HILL	Avril Quinn <i>Jen Rowlands</i>	Darcie Potts Sue Cruickshank	Sue Cruickshank <i>Cher Wilson</i>	Darcie Potts Sue Cruickshank	Avril Quinn <i>Cher Wilson</i>
Cleaning 11am to 3pm	Amanda Greer	Deb White	Amanda Greer	Shelley Rayson	Steve Barnes
First Aid					