

## **JOB DESCRIPTION**

<b>Job Title:</b>	<b>Community Duty Officer</b>
<b>Grade:</b>	<b>4</b>
<b>Salary:</b>	<b>SCP 13 – SCP 16</b>
<b>Conditions of Service:</b>	<b>Support Staff Contract of Employment</b>
<b>Responsible to:</b>	<b>Principal</b>

### **Statement of Purpose**

Under the direction of Senior Staff provide on site support, supervision and security for the community use of the school.

### **Support to Security and Safety**

- To be responsible for the opening and locking of the buildings for community activities as directed, which can be daytime, evening and at weekends.
- To provide on site security during community use hours, and the supervision of the buildings and grounds to prevent damage and nuisance.
- To help with the setting up and clearing away of equipment and furniture required for community use.
- To be familiar with and adhere to the Health and Safety Policy.
- To take all reasonable steps to ensure users comply with the Health and Safety Policy and Conditions of Hire, including the enforcement of the 'No Smoking' policy within the buildings.
- To ensure that correct procedures are adopted in the event of an emergency.

### **Support to Maintenance and Cleaning**

- To supervise the maintenance and cleanliness of all buildings connected with community use, including the swimming pool water tests when required.
- To undertake any site cleaning or general maintenance relating to Community use as required.

### **Support to Organisation**

- To assist with the organisation and supervision of various school and community events, which maybe held during the evenings and at weekends.
- To help promote maximum use of the facilities by individuals, clubs and organisations.
- To be able to give first aid emergency treatment where necessary.
- To collect and receipt any 'Lettings' or casual use money as required.

**Support to School** (this list is not exhaustive and should reflect the ethos of the school)

- Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.
- Comply and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings.
- Participate in training and other learning activities and performance development as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.

**Health and Safety**

- The postholder will be expected to observe safe working practices in carrying out the required duties and ensure that instructions specified by technical consultants, contractors and manufactures are adhered to. Janitors are expected to be smart in appearance and dress.

**Swimming Pool Maintenance**

- Where applicable the postholder may be required to undertake procedures and processes relating to the maintenance of a swimming pool on site e.g. cleaning and checking, measuring and adding of appropriate chemicals.

**Note**

***The job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.***

### Person Specification

Minimum Criteria for Two Ticks *	Criteria	Measured by APP//ASS
	<b>Experience</b> <ul style="list-style-type: none"> <li>Experience of working in a related discipline</li> </ul>	APP/I
	<b>Qualifications/Training</b> <ul style="list-style-type: none"> <li>Good numeracy and literacy skills</li> <li>Relevant First aid certificate</li> </ul>	I
	<b>Knowledge/Skills</b> <ul style="list-style-type: none"> <li>Good understanding and ability to use relevant equipment / technology</li> <li>Ability to work constructively as part of a team</li> <li>Ability to relate well to children and to adults</li> </ul>	APP/I
	<b>Behavioural Attributes</b> <ul style="list-style-type: none"> <li>Customer focused.</li> <li>Has a professional and respectful approach, which demonstrates support and shows mutual respect.</li> <li>Can demonstrate active listening skills.</li> <li>Takes responsibility and accountability.</li> <li>Committed to the needs of the pupils, parents and other stakeholders.</li> <li>Demonstrates a positive attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations.</li> <li>Is committed to the provision and improvement of quality service provision.</li> <li>Is adaptable to change/embraces and welcomes change.</li> <li>Is enthusiastic and decisive.</li> <li>Communicates effectively.</li> <li>Has the ability to learn from experiences and challenges.</li> <li>Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.</li> </ul>	APP / I

#### MEASURED BY KEY:

APP = Application form    ASS = Assessment activities    I = Formal interview

In addition to candidates' ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Attitudes to the use of authority and maintaining discipline
- The post holder will be required to have an enhanced DBS check

If a disabled person meets the criteria indicated by the 'Two Ticks' symbol and provides evidence of this on their application form they will be guaranteed an interview.