



Job Description

Job Title: Academy Community Assistant

Reporting to: Facilities Manager **Grade: Grade I SCP II**

Overall purpose of the post:

To supervise students across the Academy throughout the day ensuring students are behaving according to the Academies rules and regulations and to provide support to staff within your allocated department.

Main duties and responsibilities:

- Supervise students at break and lunchtimes
- Supervise students onto the correct buses at the end of the day
- Ensure students follow behavioural expectations of the Academy
- Provide varied admin support to your allocated department
- Complete any duties allocated to you by the Facilities Manager or your Head of Department
- Be pro-active and vigilant during break, lunchtimes, between lessons and at the end of the school day
- Use your allocated radio accordingly to Academy rules
- Communicate clearly and concisely at all times when using the radio
- Provide any additional support to colleagues when requested by the Facilities Manager
- Partake in Academy wide training exercises
- Inside and outside working in all weather conditions

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Special Features

- Term Time Only
- 16.25 hours per week
- Monday to Friday 10.30am – 1.45pm

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.