

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

School				
Job No.	Post Title	Grade	JE Pts	Date
C1285	<b>Community Duty Officer</b>	Grade 4	374 NJC	April 2008

### 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.

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

- 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.

#### **Note 1:**

***The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the postholder and the relevant trade union before submitting for re-evaluation.***

### 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.

CHILDREN AND LIFELONG LEARNING – HR SERVICES

**Person Specification  
Community Duty Officer  
Level 2**

Essential Criteria	Measured By
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Experience of working in a related discipline</li> </ul>	AF/I
<p><b>Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good numeracy and literacy skills</li> <li>• Relevant First aid certificate</li> </ul>	I
<p><b>Knowledge/Skills</b></p> <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>	AF/I
<p><b>Behavioural Attributes</b></p> <ul style="list-style-type: none"> <li>• Customer focused.</li> <li>• Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.</li> <li>• Open, honest and an active listener.</li> <li>• Takes responsibility and accountability.</li> <li>• Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service.</li> <li>• Demonstrates a “can do” 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>• Acts with pace and urgency being energetic, enthusiastic and decisive.</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>	AF/I

AF - Application form

I - Interview

## CHILDREN AND LIFELONG LEARNING – HR SERVICES

**Note 1:**

***In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:***

- ***Motivation to work with children and young people.***
- ***Ability to form and maintain appropriate relationships and personal boundaries with children and young people.***
- ***Emotional resilience in working with challenging behaviours and***
- ***Attitudes to use of authority and maintaining discipline.***