



Job Description:	Community Duty Officer
Responsible to:	Trust Lettings Manager
Current Postholder:	
Signed:	Date:

:

Post Title: Community Duty Officer
Post Grade: DFT 2.1 (£9.81 per hour)
Location: Trust Central Team, Burton upon Trent
Hours: Casual Contract

The Strategic Vision

To ensure that all the children and young people in our care have the opportunity to fulfil their potential through achieving highly, regardless of their ability or background through the following strategic aims:

1. Deliver a high-quality education for all pupils
2. Recruit, develop and retain high-calibre members of staff
3. Establish and develop robust governance
4. Ensure financial probity and viability
5. Develop a highly-efficient trust infrastructure and central services
6. Establish effective systems to support the sustainable growth of the trust.

Trust Values



Role Purpose:

To contribute towards the efficient and effective operation of the Trust Lettings programme across all Trust venues as required. The de Ferrers Trust operates a wide ranging lettings service to our local community and includes all facilities at our venues, including;

- The de Ferrers Academy – Trent, Dove and Sixth form campuses
- The Pingle Academy
- Granville Academy
- Richard Wakefield Primary School
- Horninglow Primary School
- Eton Park Primary School
- Lansdowne Infant School

The postholder will be accountable to:

Trust Lettings Manager

Key Duties and Responsibilities:

Administration

- 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 lettings hours, and the supervision of the buildings and grounds to prevent damage and misuse of the facilities.
- To assist with the setting up and clearing away of equipment and furniture required for lettings 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 at all Trust venues.
- To ensure that correct procedures are adopted in the event of an emergency.
- To supervise the maintenance and cleanliness of all buildings connected with community use.
- To undertake any site cleaning or general maintenance relating to Community use as required.

Special Features

- The post holder shall be required to work in any of the schools/academies within The de Ferrers Trust group of academies as directed by the Chief Executive.
- Be a professional role model, and understand and promote the aims and values of the Trust.

Professional Accountabilities (this list is not exhaustive and should reflect the ethos of the Trust)

The post holder is required to be aware of and comply with policies and procedures relating to child protections, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition, they are to contribute to the achievement of the Trust's objectives through:

Commitment to Safeguarding Children

- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To be fully aware of and understanding the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people
- To read part 1 of Keeping Children Safe in Education and updates as provided by the academy.
- To read, understand and uphold the academy Health and Safety and Safeguarding policy and procedures.
- To be aware of the indicators of concern and symptoms of abuse by completing annual safeguarding training and training relevant to current national safeguarding issues such as Prevent, CSE, FGM.
- To report all causes for concern to the Safeguarding team using MyConcern.
- To apply the behaviour management system so that effective learning can take place.

Equalities

- To ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

Health and Safety

- To ensure a work environment that protects peoples' health and safety and that promotes welfare and which is in accordance with the Trust's Health and Safety policy.

Corporate Responsibilities

- To assist with student needs as appropriate during the school day
- To show support for and uphold our ethos, value, all policies and procedures
- To promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct
- To support the induction of new staff, students and apprentices
- To communicate effectively and professionally, both orally and in writing
- To make a positive contribution to the wider life and ethos of the school

- To act with professionalism, integrity and with due regard to matters of a confidential nature at all times
- To comply with any reasonable request from a manager or Principal to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.

PERSON SPECIFICATION
Community Duty Officer

Criteria	Measured By
Experience <ul style="list-style-type: none"> • Experience of sport and leisure industry work or another related sector 	AF/I
Qualifications/ Training <ul style="list-style-type: none"> • GCSE Maths and English Grade 4 (or equivalent) 	AF
Knowledge/Skills <ul style="list-style-type: none"> • Very good numeracy/ Literacy skills • Very good ICT skills • Ability to be proactive and plan and prepare facilities ahead of bookings beginning • Ability to work constructively as part of a team, understanding schools' roles and responsibilities and your own position within these • Ability to relate well to children and to adults • Excellent communication and interpersonal skills • Good organisation skills • Ability to prioritise effectively 	AF/I
Behavioural Attributes <ul style="list-style-type: none"> • Customer focussed • Has a friendly yet professional and respectful approach • Demonstrates a 'can do' attitude and is willing to offer support to clients and colleagues alike • Accepts, supports and quickly implements change • Identifies and promotes best practice and encourage the sharing of ideas. • Is able to work quickly and diligently during busy periods and prioritise tasks to ensure all are completed in sufficient time • Proactively seek opportunities to increase lettings bookings • Values the diversity of individuals, adaptable approach to meet individual needs and effectively utilise the diversity of team members • Works with others to resolve differences of opinion and resolve conflict • Requires minimum supervision • Takes responsibility for own and team actions • Identifies and overcomes barriers and manage risks • Takes quick and effective action • Demonstrates focused implementation of role and responsibilities • Builds strong team ethos where everyone feels valued • Provides timely, sensitive and honest feedback on performance • Is accountable for own development and encourages the ownership of development needs amongst team members. 	

AF – Application Form I – Interview

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*
- *Attitudes to use of authority and maintaining discipline*