



## Northern Education Trust – Job Description

<b>Job Title:</b>	Casual Community Zone Assistant		
<b>Base:</b>	Academy		
<b>Reports to:</b>	Business Manager	<b>Grade:</b>	NMW According to age
<b>Service responsibility:</b>		<b>Salary:</b>	
<b>Additional:</b>		<b>Term:</b>	Casual

### JOB PURPOSE

- To receive enquiries for the Community Zone and maintain and develop good working relationships with both internal and external customers Front of House

### JOB SUMMARY

1. Undertake reception duties, answering general telephone and face to face enquiries
2. Assist in arrangements for Community Zone and Lifestyle Fitness
3. Provide a high standard of customer service with the completion of Hire Agreements and respond to routine correspondence
4. To maintain a flexible working attitude towards covering other shifts at short notice
5. Undertake duties connected with the cleanliness of the Community Zone maintain high standards in the internal and external appearance of the building
6. To take reasonable care of your own health and safety and co-operate with management, so far as is necessary to enable compliance with the Authorities Health and Safety rules and legislative requirements
7. Be aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
8. Participate in training and other learning activities and performance development as required

### GDPR

9. To adhere to GDPR and Data Protection Regulations, whilst maintaining confidentiality

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time

NET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

Signed: .....

Date: .....