



Northern Education Trust – Job Description

Job Title:	Academy Support Assistant	JE Reference:	JE080
Base:	Dyke House Academy		
Reports to:	Academy Business Manager	Grade:	Grade 2 SCP 4 – SCP 5
Service responsibility:		Salary:	£13.05- £13.26 per hour 5 hours per week
Additional:		Term:	Permanent 52 working weeks

JOB PURPOSE

- To receive enquiries for Northern Education Trust Community Sport and Events (NCSE) Facilities and maintain and develop good working relationships with both internal and external customers Front of House

JOB SUMMARY

1. Undertake Administration duties including answering telephone call, photocopying, and other general administration tasks.
2. Assist in arrangements for NCSE Facilities and Academy events
3. Provide a high standard of customer service with the checking 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 NCSE Facilities and Academy maintaining 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

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

Safeguarding

1. To follow all safeguarding and child protection policies and procedures
2. This role wholly or mainly involves working with children

General

1. To participate in wider academy meetings and working groups as required

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: