



**Affinity**  
Learning Partnership

# **Affinity Learning Partnership Job Description and Person Specification**

Post title:	Community Duty Officer
Accountable to:	Trust Lettings and Community Manager
Grade:	DFT 1
Post holder name:	
Post holder signature:	

## ROLE OVERVIEW:

Contribute towards the efficient and effective operation of the Trust Lettings programme across all Trust venues as required. Affinity Learning Partnership 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

## KEY ACCOUNTABILITIES:

### MAIN DUTIES

- 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.

### SAFEGUARDING

- Work in line with statutory safeguarding guidance(eg Keeping Children Safe in Education, PREVENT and our safeguarding and child protection policies.
- Work with the designated safeguarding lead(DSL) to promote the best interests of pupils, including sharing concerns where necessary.
- Promote the safeguarding of all pupils in the school.

### CORPORATE RESPONSIBILITIES

- Show support for and uphold our ethos, value, all policies and procedures.
- Promote high standards in attendance, punctuality and appearance adhering to Staff Code of Conduct.
- Act with professionalism, integrity at all times, promoting the Trust values.
- To comply with any reasonable request from a Principal or other Trust Leader to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description.
- Comply with data protection legislation and follow the principles of GDPR.
- Promote a commitment to equal opportunities and anti-discriminatory practice adhering to the Trust Equal Opportunities Policy.
- Promote a work environment that protects people's health and safety and that promotes welfare, which is in accordance with the Trust Health and Safety Policy and legislation.

Note 1: The content of this job description will be reviewed with the post holder on an annual basis in line with the performance management cycle. Any significant change in level of accountability that could result in a change to the interim grade must be discussed with the post holder and representative where necessary.

## PERSON SPECIFICATIONS: COMMUNITY DUTY OFFICER

Education & Qualifications	Essential	Desirable
A good standard in education 5 or more GCSEs at grade C/4 and above including Maths and English.	<input type="checkbox"/>	
Experience		
Experience of sport and leisure industry work or another related sector	<input type="checkbox"/>	
Knowledge & Skills		
Very good numeracy/ Literacy skills	<input type="checkbox"/>	
Very good ICT skills	<input type="checkbox"/>	
Ability to be proactive and plan and prepare facilities ahead of bookings beginning	<input type="checkbox"/>	
Ability to work constructively as part of a team, understanding schools' roles and responsibilities and your own position within these	<input type="checkbox"/>	
Ability to relate well to children and to adults	<input type="checkbox"/>	
Excellent communication and interpersonal skills	<input type="checkbox"/>	
Good organisation skills	<input type="checkbox"/>	
Ability to prioritise effectively	<input type="checkbox"/>	
Personal Attributes		
Customer focussed.	<input type="checkbox"/>	
Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect.	<input type="checkbox"/>	
Open, honest and an active listener.	<input type="checkbox"/>	
Takes responsibility and accountability.	<input type="checkbox"/>	
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers to providing an effective service.	<input type="checkbox"/>	
Demonstrates a 'can do' attitude including suggesting solutions, participating, trusting, and encouraging others and achieving expectations.	<input type="checkbox"/>	
Is committed to the provision and improvement of quality of service provision.	<input type="checkbox"/>	
Is adaptable to change/embraces and welcomes change.	<input type="checkbox"/>	
Communicates effectively.	<input type="checkbox"/>	
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.	<input type="checkbox"/>	

Acts with pace and urgency being energetic, enthusiastic and decisive.	<input type="checkbox"/>	
Has the ability to learn from experiences and challenges.	<input type="checkbox"/>	
<b>Commitment</b>		
Committed to Affinity Learning Partnership values and aims, acting as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust	<input type="checkbox"/>	
Recognise and respect difference between individuals and play their part in making the Trust more inclusive, aware of and committed towards diversity and equal opportunities.	<input type="checkbox"/>	
Committed to own continual professional development	<input type="checkbox"/>	
<b>Other</b>		
Ability to travel to other Trust sites	<input type="checkbox"/>	
Is fluent in the use of the English language	<input type="checkbox"/>	