Job Description: Party Assistant Sports Centre

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by the Governors of Tomlinscote School. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale:	Subject to age, a Party Assistant will earn between £10.85 - £12.71 per hour
Contract Type:	Casual
Accountable to:	Sports Centre Manager, Brad Anstee
Accountable for:	N/A

Job Purpose:

To provide quality support to the Sports Centre Team at Tomlinscote School, reflecting the policies, aims and values of the school.

Responsibilities

1. Accountability
a) To set up equipment for games and activities, as well as cleaning up and tidying after each party b) To warmly greet and welcome guests and parents to the venue and respond to any enquiries c) To entertain and monitor children has they arrive d) To cooperate with other team members in order to run, assist and coordinate games and activities ensuring the party is run safely e) To explain, demonstrate and join in different games and activities f) To be able to work as part of a team as well as independently, demonstrating effective communication skills g) To be enthusiastic and proactive h) To support the department in ways defined by the Line Manager.
2. Health & Safety
a) To ensure a safe working environment is maintained at all times.
3. Communication
a) To liaise with Line Manager b) To be a teamplayer c) To ensure events are run safely at all times

4. Training and Development
a) To complete the required Safeguarding training. b) To participate in arrangements for further training and developments. c) To initiate new ideas and encourage developments. d) To participate in the Tomlinscote School Appraisal process as per whole school policy.
5. Safeguarding
a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
6. Other Duties
a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time. b) Complying with Trust policies (including those of the individual academies) and procedures as appropriate including those relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and the General Data Protection Regulation (GDPR) requirements with concerns reported as per the relevant policy.

Job Description Safeguarding Administration Assistant: March 2023

Person Specification: Safeguarding Administration Assistant

Criteria	**Essential/ Desirable**	**Measured By**
1. Qualifications a) NVQ Level 2, or equivalent in Maths and English b) Safeguarding Training	E D	Certificate / Application form / Interview
2. Experience a) Experience of working with young people within the age range 11-16 b) Experience of working in a team c) A commitment to safeguarding the welfare of all students d) Experience of working with the education system, ideally in a school	D D D D	Application form / Interview
3. Knowledge/Skills a) Understanding of the practice and procedure in education relating to the welfare, safety and education of young people b) Good numeracy, oral & written literacy skills c) Strong IT skills d) Excellent interpersonal and communication skills	D E E E	Application form / Interview
4. Behavioural Attributes		Application

a) Ability to prioritise and organise own time b) Uphold confidentiality c) Co-operative spirit / Can do attitude d) Problem solving approach e) Patience with young people f) Calmness under pressure g) Responsible & conscientious approach to Health & Safety h) Polite & professional approach i) Ability to establish and maintain appropriate and respectful relationships with young people	E E E E E E E E E	form / Interview