



Outcomes Focused, Child Centred

Chief Executive: Mr R Tarn

Northern Education Trust
c/o Thorp Academy
Main Road
Ryton
NE40 3AH

0191 406 6383

public.enquiries@northerneducationtrust.org

www.northerneducationtrust.org

Job Description

Position: Casual Community Zone Assistant

Grade: Age related National Minimum Wage (see overleaf)

Reports To: Business Manager (The Blyth Academy)

Main Duties & Responsibilities

Community Zone

- To receive enquiries for the Community Zone from members of the public.
- To maintain and develop good working relationships with both internal and external customers on Front of House.
- To undertake light cleaning duties within the Community Zone.
- To maintain a flexible working attitude towards covering other shifts at short notice.
- Attendance at and participation in external training courses and internal training and development courses for staff as required from time to time.
- 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 Trusts Health and Safety rules and legislative requirements.

The Blyth Academy

- To Support a variety of sports coaching and Activity Sessions.
- To support during school holidays offering activities to children and young people.
- To take positive steps to identify and overcome barriers to participation amongst young people.

Registered Office: c/o Thorp Academy, Main Road, Ryton NE40 3AH.

Company Number 07189647. **VAT Number** 247686266.

Northern Education Trust is a company limited by guarantee registered in England and Wales.
Northern Education Trust is an exempt charity in accordance with Schedule 3 of the Charities Act 2011.

- To be a positive role model, creating a positive and fun environment in which to motivate and encourage young people to participate in sport and physical activity.
- To raise physical activity levels and increase participation.
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Responsibilities

- 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
- Be aware of and support difference and ensure Equal Opportunities for all
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.
- Be aware of and comply with policies and procedures relating to Child Protection, health, safety and confidentiality, reporting all concerns to an appropriate person.

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 in any of the Community Zones within the Northern Education Trust.

Minimum Wage Scale per hour

Year	25 and over	21 to 24	18 to 20	Under 18
April 2019	£8.21	£7.70	£6.15	£4.35