

**SOUTHFIELDS ACADEMY
JOB DESCRIPTION**

Job Title: Site Officer

Grade: Scale 1

Reporting to: Deputy Headteacher

Main Purpose of the Post:

To assist the Deputy Headteacher and other senior members of staff in the maintenance of good standards of conduct and behaviour of students.

Duties:

- To check ID cards of Sixth Form Students entering the Academy.
- To assist with early morning uniform checks.
- To assist in supervision of students at break times in and around the Reception area.
- To assist in the Isolation room.
- To assist on initiatives to improve students' punctuality.
- To support Senior Leadership Team detentions.
- To assist with security in Reception/Academy by viewing monitors and supporting the Senior Leadership Team members.
- To assist, when requested, Year Manager with behaviour management.
- To inspect, open and close student toilets and liaise with premises staff to ensure cleanliness at all times.
- To clear the playground of students loitering after change of lessons and after the end of lessons at 2.45 p.m.
- To provide cover at Reception when required.
- To pass on to the Senior Leadership Team student incidents deemed problematic and inappropriate and ensure a written record of all such incidents is recorded.
- To support the Senior Leadership Team on-call system.

Administration:

1. To provide general clerical support the Academy, including inputting of attendance and filing as required.
2. To develop a good working knowledge of the Academy, including the use of student record database.
3. To assist in dealing with the post.

Additional Duties:

- To be fully aware of and understand the duties and responsibilities arising from the Children's Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation.
- To also be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role.
- To ensure that the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by Principal/Headteacher/Deputy Headteacher commensurate with the grade of the post.

Signed:

Postholder Name

Line Manager Name

Date