

**Job Description**

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| Post: | Daytime Assistant |
| Accountable to: | Office Manager |
| Line Management of: | N/A |
| Overall purpose of job: | To support the work of the Office Manager at one of the Academy’s sites. The Daytime Assistant provides support for the office, collecting pupils from lessons, supporting with logistics for events such as vaccinations, school photographs and exams etc., supporting the Receptionist at busy periods by helping students and parents who arrive at reception and aid with basic administration duties at the request of the Office Manager |
| Hours of Work | Monday to Friday: 8:00am until 3:30pm with a 30 minute unpaid lunch break  (35 working hours per week) |

**Duties and Responsibilities**

* Be highly visible, particularly at break times and during transitions to maintain a calm and orderly learning environment
* Support pupils by accompanying them to the toilet, music lessons and any other meetings that are scheduled
* Collect students who have medical appointments or need to take medication
* Work closely with the Heads of House and Pastoral Assistants to report concerns regarding behaviour, punctuality to lessons and patterns in toilet requests
* Check that pupils are in the correct uniform and provide uniform from the pastoral cupboard when necessary, keeping a record of which student has borrowed which uniform and ensuring it is returned
* Replenishment of the footballs and basketballs in the cupboards in the playgrounds, ensuring there are the correct amount for each break time – advising the Office Manager when stock is low so an order can be placed
* To use ParentMail and SIMS to send communications, look up relevant data and contact parents to advise of detentions etc., and to log any behaviour concerns in support of the Pastoral Assistants
* Be committed to safeguarding and promoting the welfare of children and young people and to follow the relevant policies and procedures
* Uphold the Academy’s Health & Safety requirements and assist where required
* Always act in accordance with the statutory frameworks that set out how the Academy must operate
* To attend First Aid training and to provide First Aid when required
* Carry out any other reasonable duties within the scope of the post as directed by the Headteacher or other Senior Leader. The postholder may need to help with other duties and tasks at times of need and be prepared to be flexible

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| Date of issue: |  |
| Signature of Post holder: |  |
| Signature of Headteacher: |  |