



Local List of Duties

Please note the following changes in relation to Role Profile: Community Assistant (generic) RP 02002

Section A	
Department/Section	Replace Education/Adult and Community learning (schools) with "Community"
SECTION B	
Organisation chart	Headteacher School Business manger Deputy Community Manager Community Assistant
SECTION C	
Accountabilities	
Customers	Additional accountabilities – 1) Deal with customer complaints or escalate as necessary
Data Input	Additional accountabilities – 1) Use of Tucasi Booking Pro
Site Staff	Replace tutors with hirer.
Finance	Additional accountabilities – 1) Booking of school minibuses 2) Take booking and payment for community facilities
SECTION D	
None	
SECTION E	
Remove	See community Manager post
SECTION F	
Amended contact	Replace tutors with hirers.
SECTION G	
None	
SECTION H	
Added Additional Infomation	Training provided on specific system used within the school.

