

6. To undertake any other duties commensurate with the duties, responsibilities or grade of the post as directed by the School Business Manager or the Headteacher.

Important Information:

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. We ensure stringent safer recruitment practices are completed and require applicants to be willing to undergo child protection and social media screening, including checks with past employers and the Disclosure and Barring Service.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a Council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.