

**Additional Conditions of Employment**

**Job Description – Other Duties**

All job descriptions under Brunel Academies Trust and Brunel Education are not exhaustive and the post holder of any job role may be required to perform duties other than those given in the job description without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify the re-valuation of a post however, the job description may be subject to review and / or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder and will be commensurate with the grade for the post. The jobholder is expected to comply with any reasonable management requests.

The job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place. It also serves to detail performance expectations and will be used in monitoring effective performance.

**Rehabilitation of Offenders Act 1974**

This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bindover orders and warnings being considered.

If the jobholder is arrested, summonsed for an offence or receives a conviction a bindover order or a warning given by a police force, they are required to inform the Director of People and Culture of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child protection procedures and the Trust’s relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment.

**Statutory Requirements for the position**

If the jobholder is unable to maintain the statutory qualifications required to do their role, e.g. swimming instructor (qualification), driver (licence), kitchen staff (food hygiene) etc, they must inform the Director of People & Culture of this fact immediately. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder’s employment.

**Safeguarding and Promoting the Welfare of Children and Young People**

The jobholder is required to follow all of the Trust and Education Provision policies and procedures in relation to Safeguarding at all times, and to adhere to the statutory guidance ‘Keeping Children Safe in Education’. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

**Equality, Diversity and Inclusion (EDI)**

The Education Provision and the Trust are committed to equality, diversity and value inclusion. As such the Provision and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Education Provision and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

**Sustainability Notice**

We are committed to a sustainable future and to improving the social, economic, and environmental wellbeing of the community. We are dedicated to environmental improvements that foster a sustainable future and lead to social and economical improvements in the communities we operate within