

Rickmansworth School

Job Description: Casual Lettings Assistant

Hourly Rate: £14.00 (includes holiday pay)

Line Manager Deputy Estates and Lettings Manager

Purpose of role: The purpose of this role is to support the effective operation of the school's lettings provision during evenings and weekends on a rota basis. The Lettings Assistant will ensure that facilities are prepared, accessible and managed safely for external users. The role also includes providing ad hoc cover for other members of the lettings team as required and will involve periods of lone working on site.

Main Responsibilities:

- Under direction, oversee the lettings of the School premises, including the Sports Hall, Gym, Dance Studio and Swimming Pool during weekday evenings and on a rota basis at weekends
- Ensure the smooth running of lettings, responding to issues as they arise and providing effective problem solving to maintain a safe and high-quality experience for customers
- Undertake duties associated with the upkeep of the premises outside of normal school hours, including basic cleaning tasks
- Support the security of the site during lettings periods, ensuring facilities are used appropriately and safely
- Carry out any other duties within the broad scope of the role as may reasonably be required by the Headteacher from time to time

Working Environment

- The role will involve some outdoor duties, including basic maintenance, site checks and security, which may need to be carried out in varying weather conditions, including wet and cold environments

General Duties

- Ensure that principles of equality are upheld in all interactions with staff and students
- Adhere to all School policies and procedures
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time 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 reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on

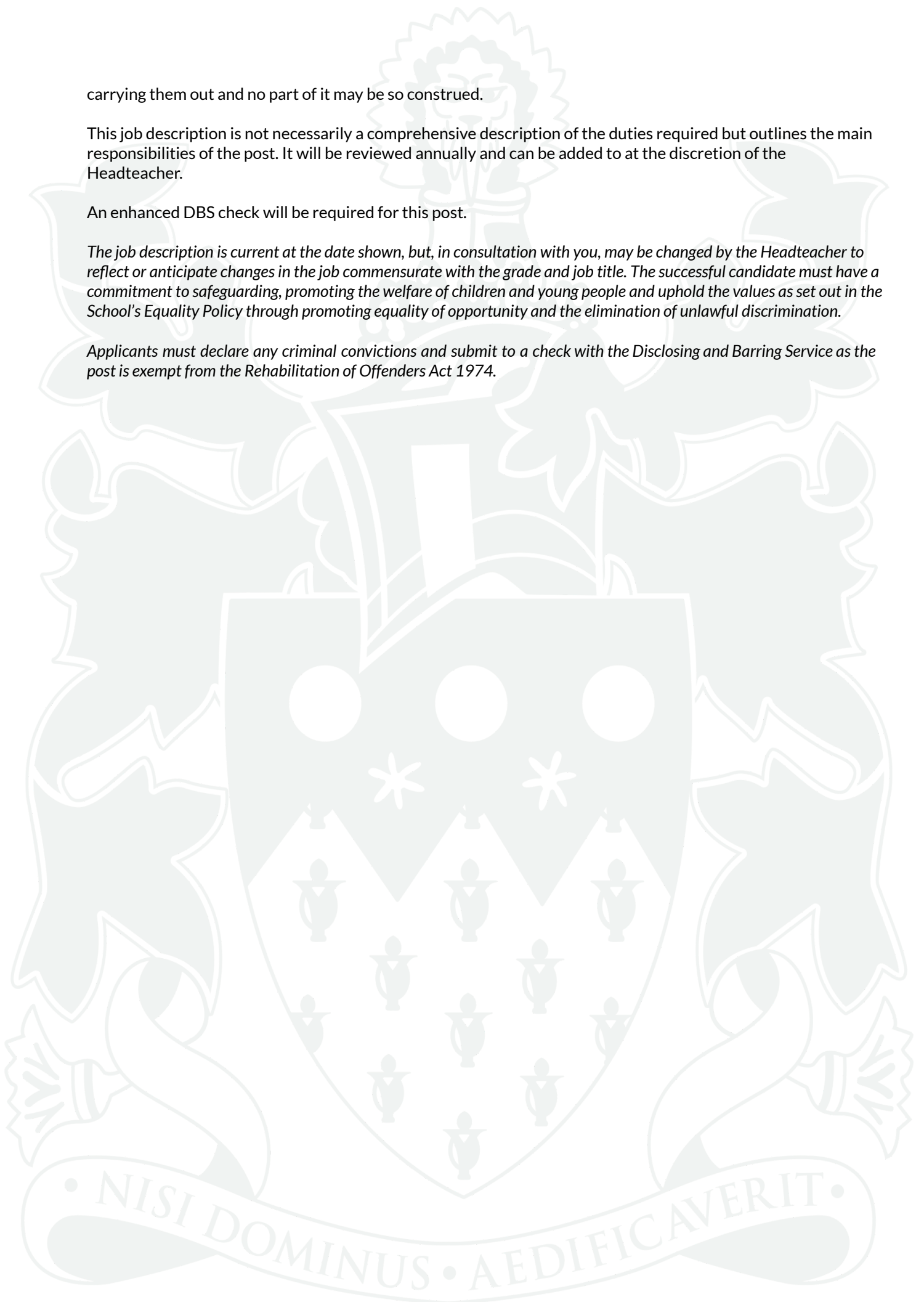
carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification - Casual Lettings Assistant

E - Essential
A - Application process

D - Desirable
I - Interview process

| | Essential / Desirable | Assessed via? |
|---|-----------------------|---------------|
| Experience: | | |
| Previous experience of working with children or young adults | E | A/I |
| A strong understanding of how a secondary school works | E | A/I |
| Experience of working as a member of a team and on their own initiative | D | I |
| Experience of working with students to support learning | E | A |
| Qualifications and Training: | | |
| Minimum of 5 GCSE Grades A*-C or equivalent including English and mathematics | E | A |
| Minimum of 2 A Levels or equivalent | D | A |
| Degree or equivalent | D | A |
| Knowledge: | | |
| Excellent written and verbal communication skills | E | A/I |
| Excellent and up to date ICT skills | E | I |
| An understanding of data protection and confidentiality | E | A/I |
| Understanding and appreciation of working in a School context and how the role contributes to safeguarding and positive outcomes for students | E | A/I |
| Understand barriers to learning and able to motivate student | E | A/I |
| The ability to assimilate information quickly | E | A/I |
| Committed to working as part of a team and contributing to its effectiveness and success. | E | A/I |
| Accurate and efficient word processing skills | E | A/I |
| Aptitudes: | | |
| Reliable, honest and trustworthy | E | A/I |
| A willingness to commit to the School's vision and to 'go the extra mile' in order to achieve it | E | A/I |
| Values: | | |
| High work standards and accuracy. Pride in a job well done | E | A/I |
| Interest in the education of young people | E | A/I |
| Engage with and actively promote Rickmansworth School's sustainability goals | E | I |
| The belief that every student can and will achieve their very best | E | A |
| Good organisational skills | E | A/I |
| Ability to work to deadlines and manage pressure | E | A/I |
| Record of good attendance and punctuality | E | A/I |
| The belief that every student can and will achieve their very best | E | A/I |
| Good organisational skills | E | A/I |
| Safeguarding and welfare of the School community: | | |
| The ability to maintain appropriate relationships with all members of the School community | E | A/I |
| The ability to manage student and colleagues behaviours in a positive way | E | A/I |

| | | |
|---|---|-----|
| Be clear on their motivation to work with young people | E | I |
| Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination | E | A/I |

