



Application Pack

Community Lettings Assistant

Start date on completion of employment checks

Closing date for applications:
Applications will be reviewed on receipt



Dear Prospective Applicant,

Thank you for your interest in applying for the post of lettings assistant supporting the MLP Commercial Team.

Magna Learning Partnership is a Multi Academy Trust serving Salisbury and the surrounding area. Currently there are seven primary schools, three secondary schools and one sixth form college in the partnership. There are over 4700 young people educated in the Trust and approximately 500 employees.

Our commercial lettings are primarily based at Sarum Academy, but we hire out facilities across our sites.

Working Pattern and Salary

Salary Range:	£25,385 - £25,989 FTE (pro rata based on hours worked)
Working Pattern:	15 hours/week, 52 weeks a year (weekends and evenings during term time)
Contract Type:	Permanent
Core Hours:	Two evenings and one weekend day during school term time and 2 days/week during school holidays
Location:	This role will require working with the Lettings & Activities Manager, based primarily at our Sarum Academy school site. Travel to other sites will be required to support lettings.

About this role

We are looking for a keen, proactive and customer focused Community Lettings Assistant to work as part of our Community Lettings Team. Support will be required to assist with setting up and clearing away, ensuring the school is returned ready to receive students the following day.

To be successful in this role you need to have exceptional communication skills with the ability to assist hirers should any problems occur. You will need to be, physically able to lift and carry, clean and work as part of a team. You will need to be prepared to assist in the development of the community letting projects and show adaptability to new initiatives as the Trust extends its offerings to a variety of school and community projects. For example, you will be trained in how to set up and monitor our inflatable assault course.

This is a demanding and active role, so you need to be able to manage your time effectively. We have a close knit and well managed team and would like to receive applications from someone with the ability to work well in a team or individually, and a desire to learn.

During term time, we have regular bookings after school and at weekends and can establish an agreed shift pattern. A more flexible shift pattern would be required for school holiday periods, depending upon bookings, but would be agreed with you in advance.



Key tasks include:

- Provide support to hirers, this may include setting up sporting equipment/classrooms for activities and assisting with setting up/clearing down for school activities.
- Supervising whilst activities are taking place and reporting any areas of concern to management.
- Providing support to activities in the school holidays.
- Clean the areas set on the daily rota, this will include classrooms, corridors, toilets and sporting facilities to the required standard.
- As a key holder you will be required to lock, unlock, and secure the site premises to accommodate out of hours activities.
- Dealing with emergencies, activating call out procedures when necessary, including immediate support from emergency services and other external bodies as required.
- Reporting any defects such as lighting, heating and security installations, or equipment to the Site Manager on detection or as soon as is practicable.
- Ensuring equipment is maintained and operated in line with instructions and guidelines.
- Dealing with any customer concerns in the absence of the Lettings & Activities Manager.

Why work for MLP

We are committed to a staff culture where people feel well-supported, professionally engaged, challenged and valued. We value honest feedback from all our staff as part of a process of constant improvement.

Staff wellbeing is at the heart of our vision and all staff, who we consider our most important resource are supported and encouraged to develop both personally and professionally within a vibrant, empathetic and caring community.

MLP will offer you a continuous package of development and training to support your growth. We offer a comprehensive benefits package and a defined benefits pension under the Local Government Pension Scheme (LGPS). You will be entitled to 26 days paid holiday (rising to 31 days after 5 years' service) plus 8 days bank holidays. To ensure the continuation of service of provision a portion of holiday must be taken in "closed" periods (Christmas and Easter closure), with the remaining holiday to be taken when pre-arranged with the Community Lettings Manager, and if adequate cover for workload is available.

We also offer additional perks such as:

- Private healthcare
- Reduced corporate gym membership (Parkwood Leisure)

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- Free car parking
 - Cycle to work scheme
 - Wiltshire rewards scheme

[Magna Learning Partnership](#)

Magna Learning Partnership is a Trust of eleven academies. They are:

Sarum Academy, The Trafalgar School, Salisbury Sixth Form College and Wyvern St Edmund's Academy.

Amesbury CE Primary School, Amesbury Archer Primary School, Bemerton St John Primary School, Morgan's Vale & Woodfalls Primary School, Old Sarum Primary School, Pembroke Park Primary School and Nursery and The New Forest Primary School.

We are a mixed Trust of Church and community academies based within a ten-mile radius of Salisbury. We are committed to inclusion and to enhancing the life chances of our (almost 4000) children and young people.

New staff joining the Trust can be assured of a warm, supportive environment along with robust professional challenges and a strong sense of shared vision and ethos: our aim is that every student fulfils their potential and that, through an excellent education in one of our schools, their life chances are significantly enhanced.

Magna Learning Partnership is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS checks. References may be sought on shortlisted candidates before the interview.

[Safer Recruitment Checks](#)

MLP are relentlessly focussed on safeguarding and promoting the welfare of its children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, you will be required to apply for clearance from the Disclosure and Barring Service if you are successful in your application.

This will take place before your appointment is confirmed. The clearance process will disclose details of formal cautions, reprimands and final warnings, as well as convictions. Having a criminal conviction will not automatically exclude you from employment – this will depend on the nature of the position, and the circumstances and background of the offences committed.

Online searches with regards to information that is publicly available online will also be carried out for all shortlisted candidates.



Equality

MLP will not discriminate in any area of employment and confirms its commitment to equality of opportunity in all areas. Applicants will be treated in a fair and equal manner and in accordance with the law regardless of gender, marital status, race, religion, colour, age, disability or sexual orientation.

Due to the nature of the role a full flexible working pattern will not be an option, however we are committed to working with our staff to ensure a good work life balance and can discuss your individual needs to accommodate some flexibility.

How to Apply

Please take time to look at the information about our schools via links on the Magna Learning Partnership website. Should you have any specific queries that are not answered by the information we have provided, or wish to visit us prior to making an application, please contact Tom Gailey, Lettings & Activities Manager
tgailey@magnalearningpartnership.org.uk

Applications should be submitted via MyNewTerm and the supporting statement should detail any relevant experience, skills or other information which you think makes you suitable for this particular role.

Please try to include information that helps us get to know you as well as your professional skills.

Lettings Assistant

Main Duties

- Provide support to hirers, this may include setting up sporting equipment/classrooms for activities and assisting with setting up/clearing down for school activities.
- Supervising whilst activities are taking place and reporting any areas of concern to management.
- Providing support to activities in the school holidays.
- Clean the areas set on the daily rota, this will include classrooms, corridors, toilets and sporting facilities to the required standard.
- As a key holder you will be required to lock, unlock, and secure the site premises to accommodate out of hours activities.
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Person Specification

	Essential	Desirable	Assessed by
Qualifications & experience	<ul style="list-style-type: none">• Ability to use technology (needed for customer bookings, timesheets, email enquiries)• Customer service or property services experience	<ul style="list-style-type: none">• First Aid training (this can be provided)• Experience of working in a school environment	Application Form
Skills and personal attributes	<ul style="list-style-type: none">• Conscientious• Good communicator• Proactive• Resilient	Keen to develop	Interview