

Chief Executive: Peter Barnes LLB; BA; MA; MSc; MBA; PhD; FRSA; FCIM.

Chair of Directors: Megan Crawford PhD.

**Kingsbridge Educational Trust – Central Trust team**

**School Lettings Manager**

**Full Time – £39,152 to £45,091**

To start ASAP

Travel to all schools across the Trust as required

Kingsbridge Educational Trust is seeking an organised, proactive, and customer-focused School Lettings Manager to lead and develop our school lettings provision across multiple sites.

This is a key role responsible for managing bookings, supporting external hirers, maximising income, and ensuring school facilities are used safely, compliantly, and to a high standard outside the school day.

**The Role Includes**

- Managing all aspects of school lettings, including enquiries, bookings, contracts, and invoicing
- Acting as the main point of contact for external hirers and partner organisations
- Overseeing site readiness, security, cleaning, and access for lettings
- Monitoring income, payments, and financial administration
- Ensuring safeguarding, health and safety, and compliance requirements are met
- Line managing lettings staff, rotas, and training
- Promoting facilities and developing new hire opportunities
- Working closely with senior leaders, estates, and finance teams

**We Are Looking for Someone Who**

- Has experience in facilities management, lettings, or a similar operational role
- Is highly organised with strong communication and customer service skills
- Understands safeguarding and working professionally within a school environment
- Is confident managing staff
- Can work flexibly and able to juggle multiple competing priorities

For an application pack or to have an informal discussion about the role, please contact [HR@ket.education](mailto:HR@ket.education). Alternatively, further details are available on the Trust website: <https://www.kingsbridgeeducationaltrust>(or through My New Term).

Closing date for applications: 17 May 2026

Interviews to be held: TBC

Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

An Enhanced Disclosure and Barring Service check is required for this post prior to commencement