

Job Description

Lettings & Facilities Supervisor

Cidari Multi Academy Trust
St George's School - A Church of England Academy

Salary: NJC Pay Scale Grade C SCP 5-6

Reporting to: Facilities Manager

Deployed by: Headteacher

Prepared by:	Louise Gregson	Approved by:	Matt McIver
Prepared on:	8 th April 2025	Approved on:	25 th April 2025
Reviewed by HR:	Laura Wright-Dixon	Permitted use:	St George's Academy
Reviewed on:	24 th April 2025	Applicable Terms	The Green Book

The appointment is subject to the conditions of service for support staff employed by Cidari Multi Academy Trust, which are based on the National Joint Council (NJC) for Local Government Services (Green Book), along with any locally agreed variations, and all relevant employment legislation. In carrying out their duties, all staff are expected to consult, where appropriate, with the Trust, the Local Authority, the Diocesan Authority, the Local Governing Committee, colleagues, pupils, and parents.

A. The Core Purpose of the Lettings & Facilities Supervisor

The core purpose of the Lettings & Facilities Supervisor is to provide the day-to-day supervision of the use of the Academies after school activities, to act as the on-site first point of contact for evening and weekend lettings and bookings. Ensuring an appropriate safe and secure environment for the local clubs and visitors

B. Key Responsibilities

- Liaise with the Facilities Manager, the Academy Site Team and Administration team in order to ensure the smooth day to day running of the facilities, services and lettings
- Act as the main point of contact for facilities users, handling issues with bookings and queries, and ensuring a high standard of service and communication at all times, liaising with the Facilities Manager to address any issue that might arise
- Act as a key holder and open and close facilities, ensuring that the security of the premises is maintained at all times
- Supervise the use of the buildings and facilities by organisations and individuals in accordance with operating procedures, emergency action plans, and the Health and Safety policy in order to provide and maintain a safe environment for all
- Lead on and maintain the cleanliness and tidiness of the facilities during external hires, to ensure an excellent user experience
- Inform users about, promote and enforce policies and procedures in order to maintain a safe playing environment for sport; ensuring all activities have risk assessments and insurance cover through liaison with the Facilities Manager and the hirers





- Be responsible for the management of first aid and emergency actions during the opening hours and ensure that the facilities comply with Fire and Health and Safety Regulations; resolving immediate issues and reporting any concerns to the Facilities Manager
- Ensure compliance with statutory requirements and the Trusts policies and procedures in relation to lettings (e.g. health and safety concerns). Ensure building/equipment checks are carried out as stipulated and report any issues to the Facilities Manager on a timely basis
- Promote a customer-focused environment, generating excellent public relations and customer care
- Ensure appropriate equipment is set out and prepared for users/staff in a timely manner and returned to the appropriate place after use
- Manage the administration of bookings liaising with the Facilities Manager to ensure paperwork is maintained and kept up to date
- Liaise with the Facilities Manager to ensure financial procedures are followed, and that the appropriate information is provided to facilitate relevant administration, including invoicing and supporting the finance team with communication with groups when there are outstanding payments

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated. It is the responsibility of the post holder to comply with Health and Safety and Equal Opportunities at all times.

Common Core of Skills and Knowledge for the Children's Workforce

The common core covers six themes:

- Effective communication and engagement with children, young people, parents and carers
- Child and young person development
- Safeguarding and promoting the welfare of the child
- Supporting transitions
- Multi-agency working
- Sharing information

The successful applicant will be required to safeguard and promote the welfare of children and young people and must demonstrate a clear commitment to this at all times. The Lettings & Facilities Supervisor is expected to work in line with academy and Trust safeguarding policies and procedures and support a culture of vigilance, ensuring that all pupils feel safe, respected and valued.

This job description forms part of the contract of employment for the appointed individual. It reflects the role as it stands at the present time and may be reviewed in consultation with the postholder in the future. The appointment is subject to the current conditions of employment relevant to the post, along with any other applicable legislation and guidance.