

Lettings Assistant

Starting as soon as possible

Reading School 37 hours per week, 52 weeks per year Salary: £26,402 per annum (RS03) Flexible working pattern including evenings and weekends (Job Share Considered).

Live-in accommodation may be available for the successful candidate, subject to availability.

Why Join Reading School?

Reading School is one of the UK's leading state schools, with a reputation for excellence, ambition and community engagement. This role offers the opportunity to work within a historic and prestigious setting while making a real contribution to the effective use of our facilities by local groups and organisations.

You'll join a supportive team where initiative, professionalism and outstanding service are valued and recognised.

Job Role

Reading School is seeking a professional, customer-focused and dependable Lettings Assistant to help deliver an outstanding experience for the wide range of organisations, clubs and community groups that use our facilities outside normal school hours.

This is a varied and rewarding role that combines customer service, event support, site management and facilities supervision. Whether welcoming hirers, preparing spaces for an event, ensuring the security of our historic site, or helping resolve issues as they arise, no two shifts are the same.

Working independently during days/some evenings, weekends and school holidays, you will play a vital role in ensuring our facilities are safe, secure, well-presented and ready for both visitors and students.

What you'll be doing

- Acting as the main point of contact for hirers and visitors during lettings and events.
- Opening, preparing and securing school facilities.
- Setting up rooms and spaces to meet client requirements.
- Monitoring lettings to ensure health and safety requirements and school expectations are followed.
- Providing excellent customer service while confidently managing any issues that arise.
- Conducting end-of-hire inspections and reporting any maintenance, cleanliness or damage concerns.
- Supporting the safe and effective use of the school's facilities outside normal school hours.

About You

We're looking for someone who:

- Enjoys working with people and delivering excellent customer service.
- Can confidently balance a welcoming approach with the ability to uphold standards and site rules.
- Is reliable, responsible and able to work independently.
- Remains calm under pressure and can respond effectively to unexpected situations.
- Has excellent communication and problem-solving skills.
- Is comfortable working evenings and weekends on a regular basis.
- Takes pride in creating a positive experience for visitors while maintaining the highest standards of safety and professionalism.

Experience in lettings, events, hospitality, facilities management, leisure, education or a similar customer-facing environment would be advantageous, but attitude and aptitude are equally important.

Deadline for Applications: 8am on Monday 14th September.

Applications will be considered ahead of the deadline and therefore you are encouraged to make an application as soon as possible.



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Erleigh Road,
Reading
RG1 5LW

Reading School is an Exempt Charity under Schedule 2 of the Charities Act 1993, and is recognised as charitable by HM Customs and Excise, ref. no. XT35863.

Registered address as above, a company limited by guarantee, registered in England no. 7475515.

Application Process

To conform with our Safer Recruitment process, all applicants must complete an application via our recruitment portal. Links to the portal can be found on our website:

<https://www.reading-school.co.uk/vacancies>

Stand-alone CVs will not be considered for shortlisting.

Candidates should complete the personal statement section of the application form clearly detailing how their skills and experience meet the job description and person specification.

USE OF ARTIFICIAL INTELLIGENCE (AI): At Reading School, we do not prohibit the appropriate use of AI in the application process for our job vacancies. We recognise the role that technology can play in supporting fairness and accessibility for all applicants. That being said, as a school that holds integrity and leadership at the core of our values, we believe that the individual character and potential of each candidate are what truly matter. We encourage all candidates to present an application that truly reflects their own abilities, ideas and voices as authentically as possible, providing us with an insight in to their genuine character and aspirations. Synthetically generated applications that do not include the applicant's own voice will not be considered favourably.

Early application is advised as we hold the right to close the application process early if a suitable applicant applies and is appointed.

Safeguarding guidelines look to references being obtained prior to interview. Please ensure any referees who you are happy for us to contact before interview are aware that they may be asked to provide a reference with a relatively short deadline.

Reading School is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must be willing to undergo an Enhanced DBS Disclosure. Full details of our Safeguarding - Staff Recruitment Policy and Data Policy can be found on our website.

Reading School seeks to create a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

If you have any queries regarding our current vacancies or the Safer Recruitment process, please contact:

hr@reading-school.co.uk

or by telephone: 0118 901 5600



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