

THE ROLE

Reports To: Director of Estates

The person will provide day-to-day operational support across the Group's Hertfordshire Hub of Schools (STAHS Senior, STAHS Prep and Stormont School), helping to ensure the safe and efficient running of school activities. The principal function of the role is to manage existing commercial lettings, optimise further lettings opportunities and support transport arrangements for pupils.

The role will be based at the Senior School in Townsend Avenue and be part of the Estates Department.

The hours of work will be 14:00hrs to 18:00hrs Monday- Friday Term Time only. Should letting opportunities expand within school holiday periods, these hours may be reviewed and amended in consultation with the role holder.

The postholder will play a key role in developing and increasing the use of school facilities by external organisations, generating additional income for the school.

The role will involve direct responsibility for the safeguarding and welfare of pupils interchanging between Prep and Senior School transport services at the Townsend Road site as well as supporting the wider operational and estates functions of the school where required.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



RESPONSIBILITIES

The key responsibilities for this post are detailed below:

School Lettings and Facilities

- Coordinate and administer the school's lettings programme, including the use of facilities such as sports halls, gyms, swimming pool, classrooms, meeting rooms and performance spaces across the 3 Schools in the Hertfordshire Hub of the Group (STAHS Senior, STAHS Prep & Stormont School).
- Ensure contracts, appropriate insurance cover arrangements and Safeguarding requirements are all in place prior to any hire commencing.
- Actively promote the school's facilities to external organisations, clubs, community groups and other potential users to increase lettings and generate additional income.
- Develop positive relationships with existing and prospective hirers, agents and facilitators and respond to enquiries promptly and professionally.
- Liaise with Marketing colleagues in publicising facilities for hire effectively ensuring coverage and impact
- Arrange bookings, confirm availability, issue relevant information and ensure facilities are appropriately prepared for use.
- Monitor lettings to ensure that hirers comply with agreed terms, safeguarding requirements, health and safety procedures and site rules.
- Liaise with the school's Finance Department ensuring hirers are correctly invoiced, timely payment is received and hire charges are kept under review to ensure competitiveness

Pupil Transport and Safeguarding

- Meet pupils arriving from the Prep school by coach and ensure they are safely directed to their ongoing coach journey. Liaise with Prep School staff as appropriate to ensure pupil manifests are accurate and current for every journey. Supervise pupils while they are waiting for transport and ensure appropriate safeguarding procedures are followed at all times and pupils board the correct coach.
- Liaise with school staff, transport providers, parents/carers and pupils where necessary to resolve transport-related escalations beyond the remit of our transport management providers.
- Ensure that any concerns relating to pupil welfare, safeguarding, behaviour or transport are reported promptly through the appropriate school procedures.
- With the Director of Estates ensure there is continuous cover in place for any planned absences.

Staff Car Parking Allocation & Fleet Vehicle Management

- Manage the allocation of staff parking spaces at the Senior School Site in Townsend Avenue and ensure staff are aware of their allocated space prior to the commencement of the academic year.
- Accommodate special and exceptional staff circumstances when allocating spaces where appropriate.
- Maintain an accurate record of parking allocations and availability and accommodate changes that occur during the year as a result of staff leaving or joining the School,
- The school currently has a small fleet of school vehicles for pupil and staff transport. Ensure vehicles remain statutory compliant at all times (verifying drivers' eligibility, arranging training, ensuring vehicles are serviced, taxed, insured and roadworthy).
- Monitor the use of designated parking areas and ensure spaces are used appropriately.
- Assist with reviewing parking arrangements and identifying opportunities to improve the use of available space and reducing on site car parking requirements where able.
- Be the contact for arranging visitor and VIP car parking.

Estates and Site Support

- Provide practical administrative and operational support to the Estates team and cover for the Estates Coordinator during any absences
- Assist with emergency procedures and site management as required, including Fire Marshal duties and supporting Lockdown or Critical incident events

General Responsibilities

- Maintain confidentiality and comply with the school's safeguarding, health and safety, data protection and other relevant policies.
- Establish positive and professional working relationships with pupils, staff, parents/carers, external hirers, contractors and members of the public.
- Work flexibly to meet the operational needs of the school, including occasional work outside normal school hours where required for lettings or school events.
- Undertake other reasonable duties consistent with the level and responsibilities of the post.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE	• Experience of working in a school, education, community, leisure or lettings operational environment. • An understanding of safeguarding responsibilities when working around children and young people. • Experience of coordinating bookings, facilities, events or similar letting activities • Commercial awareness and the ability to identify opportunities to increase income through lettings.
SKILLS	• Excellent organisational and administrative skills, with the ability to manage competing priorities. • Effective communication and interpersonal skills. • The ability to work independently while also working effectively as part of an Estates/Operations team. • Good IT skills and the ability to maintain accurate records. • The ability to remain calm and professional when dealing with unexpected situations or safeguarding concerns.
PERSONAL QUALITIES	• The confidence to deal professionally with staff, pupils, parents, external organisations and contractors. • A proactive approach to problem-solving and a willingness to take ownership of tasks.
PHILOSOPHY AND ETHOS	• Contribute positively to the overall ethos, objectives and aims of STAEG. • A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy
HEALTH AND SAFETY	• Support Health and Safety training initiatives and to actively participate in them