



Job Description

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details:	Lettings Assistant
Salary:	£14.77 per hour
Responsible to:	School Business Manager/Site Manager
Hours:	As & When – Flexible working during evenings and weekends and during school holidays

Job Purpose:

- a) To work as part of the school's lettings team, ensuring the Health & Safety of users by providing a clean, safe and secure environment.
- b) To facilitate the community use of internal and external school amenities.
- c) To work flexibly all year round as the school facilities will be available 52 weeks of the year. The post holder will be required to work flexibly during evenings and weekends with some hours worked during the day-time in the school holidays

Main Areas of Responsibility:

- a) To be a designated key holder with responsibility for the opening up and closing of the buildings / sports facilities when on the schedule to cover letting hire(s)
- b) To welcome customers who are hiring school facilities and be a visible point of contact during their hire
- c) To maintain the security of the school's buildings and grounds, including use of the security alarm in the opening and closing process
- d) Operation and knowledge of basic building equipment/facilities including the alarm system, heating, windows etc.
- e) To set up or move furniture and equipment as required for booking(s) and then clean/prepare the areas for normal use at the end of a booking
- f) To maintain the cleanliness of the school site by litter picking, sweeping, emptying rubbish, replenishing toilet supplies etc as and when required
- g) To ensure spaces are cleaned between Lettings, as required.

Lettings Duties

The Lettings Assistant on duty is responsible for making sure before and at the end of the letting that:

- a) the premises are open at the agreed time as stated on the application form or subsequently approved by the school.
- b) the accommodation to be hired is in a safe and satisfactory condition for the organisation to hire. The security alarm system will be set to 'local' arrangements for the area(s) not being let, if this is possible.

- c) the security of the site is monitored at all times while the letting is taking place. To regularly patrol the premises and monitor the entrance(s) being used. All other entrances will be kept locked and made suitable for means of escape purposes only. The Office, Music Room, Library, EYFS, KS1 and KS2 areas of the school will be kept locked during any lettings.
- d) the premises are checked (with a representative from the group) for damage and to ensure that the premises have been left in a clean and tidy condition. This may include performing light cleaning and tidying duties before, during and after bookings, replenishing supplies including soap and hand towels as needed and ensuring the toilets are kept clean.
- e) assistance is provided for the setting up and clearing away of tables, chairs and other furniture for events.
- f) where the same accommodation is hired by more than one group on the same day, to ensure that the accommodation is checked in between each letting
- g) as far as practicable, that users of the site do not behave in a manner likely to cause injury to themselves or others or result in damage to the buildings or contents
- h) users of the site are provided with instructions on how to evacuate in the event of an emergency.
- i) in the event of an emergency, telephone for assistance (e.g. ambulance, etc.) and assist the organisation(s) on the school site
- j) they remain on the school premises throughout the duration of the let
- k) they report any Health & Safety issues through the correct school procedures.
- l) they promote positive interactions between the client and the school.
- m) report any damage or faults to the buildings, facilities and fixtures/fittings
- n) To build and maintain good working relationships with staff and users of the school site

IMPORTANT NOTE

- a) The Lettings Assistant is not allowed to change the starting or finishing time of a letting or to change any of the Conditions of Hire without first advising the School Business Manager.

Other duties and accountabilities

- a) Being aware of and complying with policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher.
- b) Ensuring compliance with our responsibilities as laid out in the Bentley Wood Trust Equal Opportunity Policy and taking an active role in promoting equality and diversity.
- c) Promoting the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment for improving standards for all pupils within the school.
- d)** Undertaking such other duties as reasonably correspond to the general character of the post, including attending meetings and public events.
- e)** In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to perform work not specifically referred to above. Such duties, however, will fall within the scope of the post, at the appropriate grade.

PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable	How identified
Good standard of English & Maths (minimum GCSE or equivalent)	Yes		Application/ Qualification Certificates
Further Education: A Levels, Degree		Yes	Application / Qualification Certificates
First Aid Certificate		Yes	Application / Qualification Certificates
Knowledge and Experience			
Previous experience of working in a premises role in a school or public building	Yes		Application Interview
Awareness of basic Health & Safety	Yes		Application Interview
Experience of Site Security Measures	Yes		Application Interview
Basic IT Skills	Yes		Application
Ability to undertake minor repairs / apply DIY skills		Yes	Application
Commitment to the school's ethos and its Equal Opportunities Policy	Yes		Application Interview Reference
Willingness to undertake professional development training		Yes	Application Interview Reference
Skills and Abilities			
Time keeping and personal organisation	Yes		Application Interview Reference
Demonstrate a flexible approach to work	Yes		Application Interview Reference
Demonstrate good interpersonal skills	Yes		Application Interview Reference
Awareness and commitment to equal opportunities, disability discrimination and data protection (GDPR)	Yes		Application Interview Reference