

School:	Thorpe St Andrew School and Sixth Form
Job Title:	Casual Lettings Assistant
Recommended Grade:	Scale C 4 - £13.05 per hour
Hours of Work:	Evenings and Weekends as Required
Responsible to:	Operations Manager Lettings Co-ordinator day to day

PURPOSE AND VISION

- To provide a high standard of operational support to the school and, by working flexibly with other school staff, ensure that duties are carried out efficiently and effectively. All staff are part of a whole Trust team and each individual is required to support the values and ethos of the school and the priorities as defined in the School Improvement and Development Plan. This will mean focussing on the needs of students, colleagues and parents and being flexible in a demanding environment.

PRINCIPAL DUTIES

- To ensure all facilities are prepared for use and equipment required is set up at the start of the hire, cleared and stored at the end of each session.
- To ensure that hirers of facilities are courteously and correctly received.
- To support hirers during the sessions as needed.
- To assist in the maintenance of all administrative and financial matters including the booking system.
- To be fully aware of and comply with all departmental instructions relating to Health and Safety at work and to recognise the responsibilities under the Health and Safety at Work Act 1974.
- To be responsible for the security of the premises and its content, including the operation of alarms and undertaking key holder responsibilities, involving unlocking/locking entrances, checking and securing windows and internal doors.
- In addition to the primary functions of the job, to clean designated areas including inside and outside ensuring that they are kept clean, rubbish free and in a hygienic condition.
- To assist with the implementation of organisational matters such as a customer care policy, a customer comments and complaints procedure and evacuation procedure, incident reports, calendar and booking system.

GENERAL DUTIES AND RESPONSIBILITIES

- Respect confidential issues linked to home/students/teachers school work and to keep confidence as appropriate.
- Keep up to date with the Trust's procedures for safeguarding and child protection, reporting and concerns to a Designated Safeguarding Lead.
- Complete a minibus driving assessment to transport students as required (must hold full driving licence).
- Undertake any other duties which are within the scope of the post, as determined by the Principal, to meet the needs of the school.

APPRAISAL

- All employees will participate in the Trust's arrangements for appraisal, professional development and any other arrangements for quality assurance and internal verification.

It is the Trust's policy to require all applicants for employment to disclose any previous 'unspent' criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 – Part V and the amendments to the Exceptions Order 1975 (2013) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account. Guidance on the filtering of "protected" cautions and convictions which do not need to be disclosed by a job applicant can be found on the Disclosure and Barring Service website.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees are expected:

- to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- to have a flexible approach to work and be willing to work outside of the normal working day, as required, to meet the needs of the role and school.
- to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

The Trust is committed to promoting a diverse and inclusive community and a place where we can all be ourselves and succeed on merit. We offer a range of family friendly, inclusive employment policies, flexible working arrangements and services to support staff from different backgrounds.

June 2026