



The  
**Burgate**

School & Sixth Form

**Recruitment Pack**

**Lettings Supervisor**

**Weekday Evenings**

# Key Information

## Role: Lettings Supervisor (Weekday Evenings)

Required from: May 2026

### Working Pattern

Contracted for 20 hours a week, working alternate weeks.

Monday to Friday evenings. Expected start time of 17:00.

Hours may vary due to seasonal variation.

To be discussed in full at interview.

**During term time, we have regular bookings after school. There may be some variation required for school holiday periods**

We are looking for a keen, proactive and customer focused Lettings Supervisor to provide an effective, efficient and welcoming service to all clients hiring the school's premises and facilities.

**Deadline for applications: 09:00, Wednesday 6 May 2026**

You are strongly encouraged to contact us in advance to learn more about the specifics of this post. If you would like to have an informal chat, or a visit, please contact our Operations Manager, Nadine Fortune.

**Salary: Scale 2, Point 3 (£24,796 FTE per annum)**

Please note the salary indicated is the full time equivalent.

Actual salary will be dependent upon the number of hours worked.

Executive Headteacher: David Pover

Associate Headteacher: Ben Clemson

The Burgate School and Sixth Form, Salisbury Road, Fordingbridge,  
Hampshire, SP6 1EZ

Website: [www.theburgate.com](http://www.theburgate.com)



Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Lettings Supervisor at The Burgate School and Sixth Form. We believe our school is an exceptional place to work, where students and staff share collective values in a happy and inclusive environment. This is encapsulated in our school vision of *'We want every student to enjoy their learning and feel valued for who they are'*.

Each member of our staff team matters, and creativity and innovation are embraced and developed. Our students are a pleasure to work with and we encourage you to come and see this for yourself. 'Learning for Life', our school and college motto, underpins our culture and applies to every member of our school and sixth form community, whatever stage they are at.

Our desire to be one of the top comprehensive schools nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that objective. Please take your time to explore our school's website, recent Ofsted report, and this recruitment pack, which will give you a greater understanding of what we believe is an ambitious, creative and successful school.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely

David Pover  
Executive Headteacher



## **About the Role**

We are seeking a reliable individual to support community lettings at our school and provide an efficient and effective lettings service to individuals and organisations hiring the school premises.

Acting as a point of contact for hirers, the role involves welcoming and assisting third party users of our facilities, ensuring high standards of customer care, and maintaining clean, safe, and well-prepared spaces. You will be responsible for opening and securing areas, responding to queries, and resolving issues to ensure smooth, efficient operations. You will also be able to deal with emergencies, activating procedures when necessary, including immediate support from emergency services and other external bodies as required.

To be successful in this role you need to have exceptional communication skills, a flexible approach, strong organisational skills, be able to assist hirers should any problems occur and be able to manage tasks independently. Due to the nature of the work, you will also need to be physically able to lift, carry, and clean.

## **Working Pattern**

The successful candidate will work evening shifts with, typically, an expected start time of 17:00, Monday to Friday, on an alternating weekly rota, sharing responsibilities with another Lettings Supervisor. This is a year-round position, including during school holiday periods.

## **What we are looking for:**

- Excellent customer service skills with a friendly, confident manner when dealing with hirers and visitors.
- Reliable and punctual, with the ability to work independently during evening shifts.
- Strong communication skills, both written and verbal.
- Good organisational skills and the ability to manage multiple bookings effectively.
- Proactive and practical approach to problem-solving.
- Ability to oversee premises use, ensuring lettings run smoothly and safely.
- Willingness to carry out light caretaking duties, such as setting up and clearing away equipment.
- Awareness of safeguarding expectations within a school environment (training provided).
- Basic IT skills to manage booking systems and record usage.

If you are a team player with a flexible approach and a positive, can-do attitude, we would be delighted to hear from you.

## **In return, we offer:**

- A supportive school community with friendly, enthusiastic and caring colleagues
- A commitment to professional development to support your individual career
- A collaborative working environment within a strong support network
- Access to the Local Government Pension Scheme
- Electric vehicle charging points
- A cycle to work scheme
- A school with fantastic grounds on the edge of the New Forest

# How to Apply

The following guidelines are designed to help you submit an application in line with our requirements. Please ensure that you comply with the instructions below otherwise the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Sarah Hewett, HR Manager/Headteacher's PA at shewett@burgate.hants.sch.uk

## Application Form

Your application is an important part of the selection process so it's really important that you try to capture all of the relevant information we ask for on the form. All applications must be submitted through My New Term — the link to our careers page is here:

[The Burgate School and Sixth Form Careers Page Link.](#)

For safer recruitment reasons, only applications submitted via My New Term will be considered. CVs will not be accepted.

## Don't wait until the deadline nears to submit your application

You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient applications that meet the criteria, or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

## Shortlisting

Shortlisted candidates will be contacted by telephone or email. We will endeavour to contact non-shortlisted applicants however, if you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

## Interviews

Interviews will be held at The Burgate School and Sixth Form. In addition to a tour of the school and informal discussions with key members of staff, you may be asked to undertake one or two tasks depending on the role you are applying for. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

Candidates invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will also be required to bring photo ID with them on the interview day, for example a valid passport or driving licence to provide proof of identity and, where available, a birth certificate should also be presented.

If relevant to the role, evidence of all academic and professional qualifications disclosed on the application form should also be presented. Full details will be sent to candidates alongside their formal invite to interview.

### **References for shortlisted candidate**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Burgate School and Sixth Form has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer) and all other necessary pre-employment vetting checks have been satisfactorily completed. This will include confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure, verification of your identity and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS) and a check will be undertaken to ensure they are not subject to a prohibition order.

### **Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school and sixth form we are committed to safeguarding and promoting the welfare of all our students. The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect, and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school and sixth form.

A copy of our child protection policy and our policy on the employment of ex-offenders are available to view on The Burgate School and Sixth Form's website at: <https://www.theburgate.com/policies>

### **Pre-employment Checks including an Enhanced DBS and Children's Barred List Checks**

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. As this is a post in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list. All positions within The Burgate School and Sixth Form are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

### **Online Searches**

We will also consider carrying out an online search on the successful candidate to help identify any past or current incidents or issues that might affect an individual's suitability to work with children and undertake the role in question. Any online search will be carried out only on publicly available information and will be limited to issues relating to an individual's suitability to work with children and/or in a school environment. Any issues that arise from a search will be followed up with the candidate where it can be discussed more fully, including background information, or mitigating circumstances.

## **Equal Opportunities Statement**

The Burgate School and Sixth Form is an equal opportunities employer and values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity, or religion.

## **General Information for Applicants**

At The Burgate we want every student to enjoy their learning and feel valued for who they are. The school provides high quality comprehensive education for children aged between 11 and 18 and we enjoy an excellent reputation within the local community for our high standards. Consequently, many students attend the school through parental choice. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought.

This could not be a better time to join The Burgate; our GCSE results in 2025 were pleasing with 71% of students achieving a pass grade in both English and Maths. This is significantly above the national average, and a real source of pride for the school. Our A level outcomes were also outstanding this summer with a greater proportion of students achieving top grades in line with the national picture. Overall, 76.6% of grades awarded were A\*-C, which is the highest set of results since the end of the pandemic.

We offer a wide range of subjects at GCSE and A Level, delivered by a highly qualified team of professional teachers and support staff who are committed to offering the highest quality of education to the students. All staff members participate in a well-established and bespoke performance management scheme. Induction and in-service training are provided for all teaching and support staff and there is a special programme for ECTs, as well as access to a wide range of CPD through National College and beyond. Internal promotion is a typical route for progression to higher levels of leadership for Burgate staff.

The school has a committed and supportive board of trustees, enjoys healthy links with the local community, our cluster primary schools and partnership schools. We build and consequently benefit from excellent supportive relationships with parents, and we encourage close contact with the school whenever they have concerns regarding their child's education. The Burgate School continued to be rated 'good with outstanding features by Ofsted in November 2024.

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

## **Job Description**

### **Lettings Supervisor (Weekday Evenings)**

**Impact Statement: The role of the Lettings Supervisor is to provide an efficient and effective lettings service for all clients hiring the school premises. This service is aimed at meeting the needs of all the users of the school, students, teachers, support staff, parents, visitors and members of the community.**

Level of responsibility: N/A

Line Manager: Operations Manager

#### **CORE RESPONSIBILITIES**

- Maintain high professional standards and level of conduct
- Adhere to statutory policies and procedures and undertake training as required
- Contribute to the delivery of the school's vision
- Uphold the values of the Burgate School and Sixth Form
- Help to foster innovation and the development of new capabilities
- Engage with school improvement plans and initiatives
- Support the pastoral care and behaviour standards of students to ensure they feel safe, secure and valued.

#### **KEY RESPONSIBILITIES**

- Ensure while on duty that the school premises and equipment are secure including the security keys
- Ensure buildings are opened and secured at the end of lettings and that buildings and valuables are secured
- Ensure rooms/facilities are ready as required for each booking and reinstated at the end
- Liaise with lettings coordinator to support events and needs of hirers
- Greet, ensure hirers are signed in and support their enquiries
- Inspect premises after lettings and report any damage
- Report any breaches of security and cases of illegal entry to the police
- Support the prevention of trespassing including checking the identity of anyone unknown on site
- Ensure external/internal security lights are operating
- Ensure no unauthorised vehicles park on the premises
- To undertake additional cleaning duties where necessary or appropriate in order to support a high level of service for lettings clients.

You may also be asked to carry out any other duties reasonably requested by the Leadership Team

## Role: Person Specification for Lettings Supervisor

<b>Safeguarding</b>	Essential	Desirable
Commitment to the safeguarding and wellbeing of all students and the ability to follow all school policy and procedures	X	
<b>Qualifications, Training &amp; Experience</b>	Essential	Desirable
Good level of education/good standard of literacy and numeracy	X	
Experience of working as a caretaker/lettings supervisor in a school setting		X
Experience of security and building management systems		X
Knowledge of health and safety or willingness to attend training		X
<b>Skills and Attributes</b>	Essential	Desirable
Good communication and interpersonal skills with an ability to maintain a warm and positive approach to all hirers and stakeholders	X	
Good problem solving skills	X	
Good organisational skills	X	
Able to work well under pressure when required	X	
Able to work in a team, take direction, work on own initiative and be proactive	X	
Able to manage own time effectively and demonstrate initiative including establishing priorities	X	
Good ICT skills	X	
<b>Personal Qualities</b>	Essential	Desirable
Reliable, responsible and trustworthy with a high level of honesty and integrity	X	
Have a good record of punctuality and attendance	X	
Flexible approach to work and able to respond to different needs and areas of work	X	
Strong team player	X	
Proactive and optimistic approach	X	
Able to perform physical tasks required including light lifting, carrying and pushing various equipment	X	
<b>Essential Competence</b>	Essential	Desirable
Able to adhere to all school policies and procedures including the equal opportunities policy, child protection policy and all health & safety related policies	X	
Willingness to work flexible hours	X	
Able to maintain confidentiality on all school matters	X	
Model and present a positive image of the school	X	
Show fairness and consistency	X	
Clean and smart appearance	X	
Willingness to undertake training courses that are relevant to the duties of the post or are required for Health and safety reasons	X	