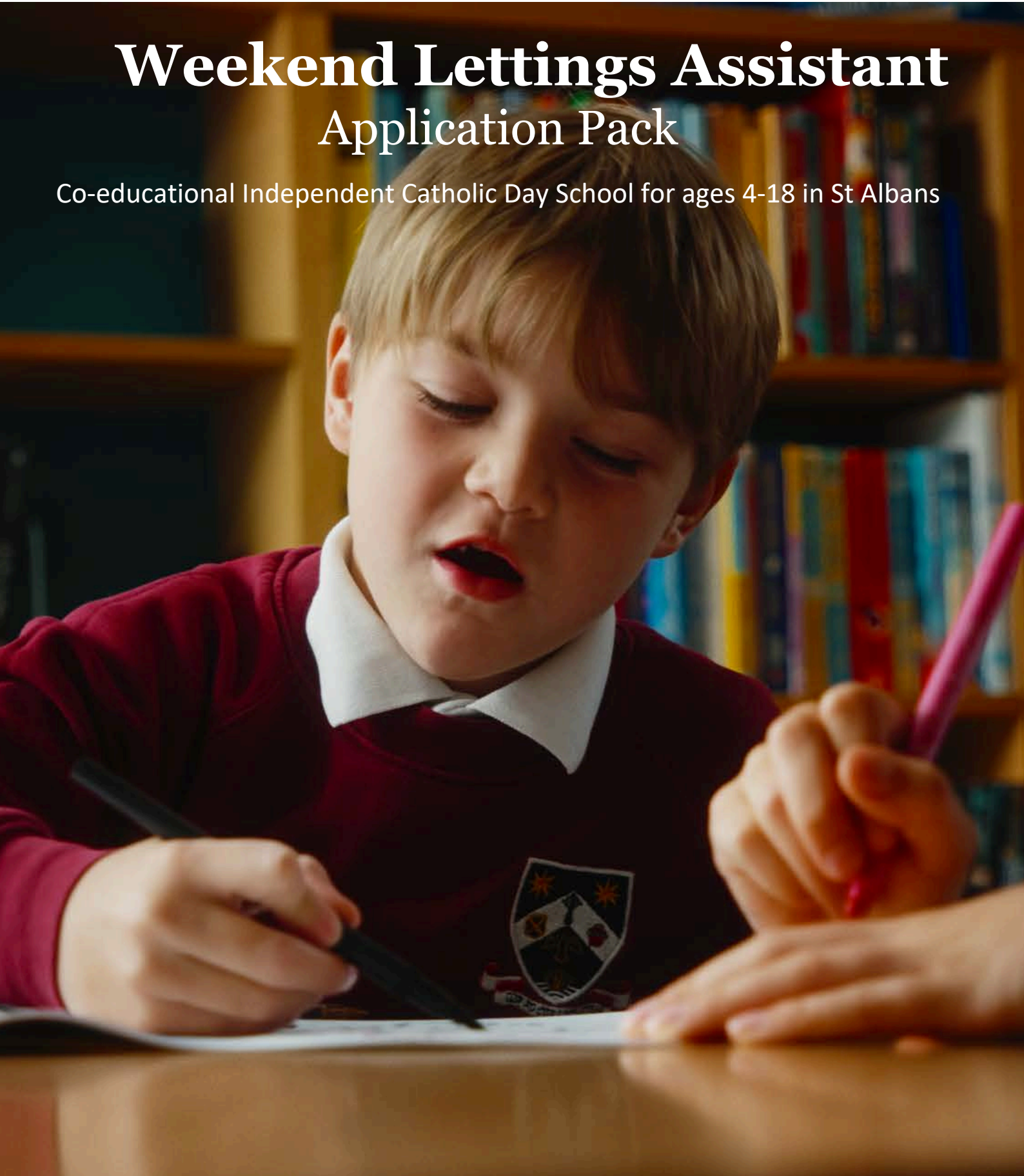




*Where young
people are*
**known,
valued &
treasured**

Weekend Lettings Assistant Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans





Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. The College underwent an ISI inspection in 2022 and was judged as excellent in every respect, with no areas identified for improvement. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

Lettings at St Columba's College

St Columba's College offers a variety of high-quality facilities available to hire for both private and corporate use throughout the year.

Available spaces include:

- A fully equipped Lecture Theatre
- Boardrooms and a choice of small and large meeting rooms
- A Music and Drama Studio ideal for rehearsals or performances
- Our school halls, perfect for gatherings and functions
- A range of sports pitches for matches, training, or tournaments

Job Title: Weekend Lettings Assistant

Responsible to: Bursar through the Lettings Officer

Overall Purpose

This role is key in ensuring the smooth running of our out-of-hours lettings and combines customer service and light site duties. The successful candidate will support the lettings of the school facilities over the weekend including the all-weather pitches, room hires and community events. You will be the welcoming face of St Columba's College, opening and closing the site and ensuring that our customers receive all the help they need during their bookings. This may include carrying out checks, setting up and clearing away tables, chairs and any mess left behind, ensuring that our hirers have left their space clean and tidy for the next user or for College use.

Main tasks and responsibilities (to include but not limited to)

- To ensure the relevant buildings are unlocked, unalarmed and locked prior and after each hire period and to ensure heating and other requirements are met. This work will include lone working and being a key holder locking the school after community lettings during weekends.
- To liaise with the Lettings Officer regarding dates and times of lettings.
- To support the changeover of spaces between hirers and uses.
- To ensure that facilities are used in accordance with agreed bookings made, and to raise any concerns about facilities misuse with the Lettings Officer.
- To ensure premises are left clean and tidy and to report any damage to the Lettings Officer.
- To act as an emergency contact for hirers and in relevant circumstances, to decide when to call emergency services or other agencies. A College mobile phone is provided for this purpose during lettings. This remains in College to be used during weekday lets.
- Communicate face to face and over the telephone to relay information and assist with queries and bookings in order to provide a quality service to customers.
- To carry out a variety of premises and lettings related tasks, as directed by the Lettings Officer, whilst remaining "on-call" for Lettings.
- To act as one of the registered key holders for the school and take responsibility for unlocking the site at the beginning of the day and securing the site at the end of the day.
- To carry out administrative tasks relating to the hire of facilities as directed by the Lettings Officer, including maintaining all logs and appropriate records and actions in accordance with procedures.
- To actively participate in any appropriate training when required, including the 1day Emergency First Aid at work course and health & safety training.
- To be responsible for following the school's Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns.
- If available during week days, deputise for the Lettings Officer during periods of absence.
- Undertake any other reasonable duties as determined by the Headmaster.

Working Environment

- School based
- Lifting, carrying, bending and standing

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times and to attend relevant safeguarding update training including off job and online courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Safeguarding Lead.

It should be noted that a job description is non-contractual and is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.



Person Specification - Lettings Assistant

Qualifications

Essential

- Good numeracy and literacy skills.
- GCSE grade 4 or above or equivalent.

Desirable

- First Aid qualification.
- Moving & Handling certificate.

Experience

Essential

- Experience of working in a caretaking role.

Desirable

- Experience of working in a school environment or around children.
- Experience of working in a customer facing environment.

Skills & Attribute

Essential

- Confident, friendly and amenable approach building positive relationships.
- Tact and diplomacy yet firmness to deal with difficult customers in an appropriate yet understand manner.
- Attention to detail and thoroughness to deliver a high-quality service.
- Ability to use own initiative to solve problems and deal with emergencies as and when they arise.
- Punctual and well organised.
- Able to work without direct supervision, following lone working guidelines where necessary.
- Good general fitness and mobility with an ability to undertake all physical aspects of the job.
- Able to stay calm and positive under pressure.
- Able to adhere to policies and procedures relating to child protection, health and safety, security, confidentiality and data protection.
- Willingness to be flexible and sometimes adjust working arrangements to suit the needs of the school.
- Show respect, promote and demonstrate the charism of the Brothers of the Sacred Heart.

Desirable

- Able to carry out minor repairs and maintenance.
- Aware of manual handling procedures.
- Awareness of COSHH.
- Working knowledge of Health & Safety at Work.

The Role

- One-year fixed term contract of employment.
- Working pattern: 14 hours per week, term time only. Core hours will be Saturday 9 am to 2 pm and Sunday 8 am to 4.30 pm including a lunch break. Occasional weekend working during the College holiday periods may be required and will be agreed in advance. Flexibility to work additional paid hours will be needed to meet the needs of the operation.
- Attendance at one Inset day (usually September for Safeguarding training and any other relevant training), the annual Columban Fayre in November and on the afternoon of Open Day if there are external lettings.
- Pay rate: competitive hourly rate including holiday pay.
- Holidays to be taken during College holiday periods and in agreement with line manager.
- Fee remission for the children of permanent staff educated at the College (pro rata for part-time and term time working).
- Contributory Pension Scheme to which the College contributes 6%.
- Free car parking on site although spaces are limited and cannot be guaranteed
- Use of the College Fitness Suite outside of school hours.
- Access to confidential 24-hour counselling helpline.
- Cycle to Work and Tech Schemes.
- Eye Care Vouchers.
- Free annual flu vaccination.
- Support with continuing professional development.

Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, HR Manager, at metcalfe.j@stcolumbascollege.org or on 01727 892095. To apply for this position, visit our website stcolumbascollege.org

Application Process

Closing date: 10 am on Monday, 22nd September 2025.

Interviews will be conducted shortly afterwards. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)