

THE CHERWELL SCHOOL
Kindness, Opportunity, Responsibility, Excellence

Casual Lettings Assistant

Job Description

Responsible to: Estates Manager

Salary Scale: Grade 5

Working Time: Casual vacancies (hours to be agreed on a flexible schedule basis)

Job Purpose:

To work as part of the school's lettings team, ensuring the Health & Safety of users by providing a clean, safe and secure environment.

Main Areas of Responsibility:

- 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)
- To welcome customers who are hiring school facilities and be a visible point of contact during their hire
- To maintain the security of the school's buildings and grounds, including use of the security alarm in the opening and closing process
- Operation and knowledge of basic building equipment/facilities including heating, windows etc.
- 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
- To maintain the cleanliness of the school site by litter picking, sweeping / clearing leaves, emptying rubbish etc as and when required

Additional Areas of Responsibility:

- Report any damage or faults to the buildings, facilities and fixtures/fittings
- To build and maintain good working relationships with staff and users of the school site
- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training

Mental Health and Wellbeing:

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- While every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be 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

The Cherwell School and the River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

November 2025