



Job Outline

Site and Lettings Assistant

Responsible to:	Site Manager
Pay Band:	LGPS Scale 3
Full time/Part time:	Part Time - 16 hours per week, 52 weeks a year
Working pattern:	<u>Two-week rota:</u> Week 1: Monday and Tuesday 18:00pm - 22:30pm, Saturday 9:00am - 17:00pm (includes a 1-hour unpaid break on Saturday) Week 2: Wednesday and Thursday 17:30pm - 22:30pm, Sunday 9:30am - 16:30pm (includes a 1-hour unpaid break on Sunday)

Job Purpose

Harwich and Dovercourt High School is looking to recruit a confident Site and Lettings Assistant to help support our site team with our Lettings portfolio. Our sports facilities are available to hire by external sports clubs and are currently undergoing refurbishments to improve the provision.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

Site Management & Development

- Carry out preventive maintenance and first line repairs as instructed.
- Undertake painting and decorating tasks in line with the maintenance programme established by the Site Manager.
- Monitor the standards of cleanliness of the premises and furnishings and report any deficiencies to the Site Manager.
- Ensure that all areas within the site are free from litter and that all drains and gullies are free-flowing and clean.
- Operate the heating plant so that the required temperatures are maintained in the premises and an adequate supply of hot water is available.
- Ensure that all facilities and cleaning equipment is in a safe working condition and arrange for repair as appropriate.
- Carry out routine procedures and checks on ancillary equipment.
- Ensure the prompt movement of all goods and equipment to the appropriate areas.

Security

- Open/close the site for access to any lettings and hirers.
- Patrol the exterior of the school premises to ensure that fences and gates are secure and repair damage as required.
- Ensure security protocols are followed during all lettings.
- Unlock and lock windows, gates and doors around the site at the required times.
- Ensure the alarm system is set upon leaving the site each evening.
- Assist with fire drills - ensuring hirers are aware of expectations.
- Check the functioning of fire bells and assist with fire drills.

Health & Safety

- Ensure duties are carried out in accordance with school-based policies and health and safety procedures.
- To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace.

Lettings, School Events and Income Generation

- Ensuring the requirements of the hirer are met e.g. by setting up sporting equipment.
- Ensure facilities are available as necessary for all after school events.
- Ensure that the school is returned to normal following any out of school events or activities.

Security

- Ensure security protocols are followed during all lettings.
- Unlock and lock windows, gates and doors around the site at the required times.
- Ensure the alarm system is set upon leaving the site each evening.
- Assist with fire drills - ensuring hirers are aware of expectations.

General

- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy.
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

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

The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.