



PASSMORES COOPERATIVE LEARNING COMMUNITY

CASUAL LETTINGS ASSISTANT JOB DESCRIPTION

Title: Casual Lettings Assistant

Line Manager: Lettings Manager

Performance Management Reviewer: Lettings Manager

Key responsibilities:

Job Purpose Responsible for delivering an efficient and professional service to the local community, who use the Academy facilities outside of school hours.

Duties The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

Lettings

- To assist community users that visit the site out of school hours.
- To receive and receipt cash from community users, following the appropriate procedures set out by the Academy.
- To keep records/registers of all community users.
- Liaise with the Lettings Manager regarding bookings.
- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.

Security and Supervision

- Act as key holder and able to carry out security procedures for the buildings and grounds. The routine and non-routine opening of premises and grounds.

- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).
- Ensure the cleanliness of the school premises and furnishings.
- Ensuring that all areas within the confines of the site are free from litter.
- Preparing the school premises and site for out of school activities and clearing up after these activities.

In addition to the above areas, the postholder is responsible for the following actions:

Liaising with: Line Manager, other relevant support staff, Subject Staff, Pastoral staff, LA staff, parents/carers and outside agencies as and when required.

Other Duties

1. To actively participate in whole school self-evaluation and development to help ensure that all children meet their potential

Health and Safety

1. To ensure that all Health & Safety policies and procedures are followed

Pastoral System

1. To liaise as appropriate with Pastoral Staff on Pastoral Related issues

Other specific duties

1. To play an active part in the life of the school community
2. To attend and support residential activities that may be relevant in school during INSET training days

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

**V Goddard
PCLC CEO
July 2025**