



Person Specification Castleford Academy Lettings Co-ordinator

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • 5 (9-4) GCSE's or equivalent, which must include English and Maths, preferred. • First Aid qualification or willingness to undertake a First Aid Course. 	<ul style="list-style-type: none"> • Building related qualification, NVQ or equivalent. • Full valid driving license or ability to reach site at short notice in the event of call-out.
Experience	<ul style="list-style-type: none"> • Experience of working with the General Public. 	<ul style="list-style-type: none"> • Experience of working within the school or leisure industry.
Skills & Knowledge	<ul style="list-style-type: none"> • Good understanding of Health and Safety and moving and handling procedures. • Commitment to promoting the general health, safety and welfare of all site staff and visitors. 	<ul style="list-style-type: none"> • PAT Testing knowledge/experience. • Knowledge of basic plumbing, joinery, electrical, mechanical, and decorating repair procedures.
Beliefs, Values and Personal Qualities	<ul style="list-style-type: none"> • Trustworthy and reliable. • Passionate about site safety, security, and cleanliness. • Ability to work under pressure and manage time effectively. • Ability to undertake all physical aspects of the role. • Flexibility and autonomous working. • An effective communicator to both pupils, contractors, and staff. • Ability to use IT systems and data effectively to log, monitor, and report on maintenance. 	<ul style="list-style-type: none"> • Robustness and emotional resilience in challenging situations.



Job Description
Lettings Co-ordinator

RESPONSIBLE TO	Premises Manager
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MAIN AREAS OF RESPONSIBILITY

The primary responsibilities of this role are to ensure that the site is kept to a high standard and that the safety of site users and security of the site are uncompromised.

- Under the direction of the Premises Manager, co-ordinate the facilities for out of hours lettings and school events.
- Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) closing of the premises.
- To report trespass, theft or unauthorised parking of vehicles to the Premises Manager.
- Ensure that buildings and the site are secure, taking remedial action if required including undertaking or arranging emergency repairs.
- Be prepared to cover other sites within the Trust as directed.
- Supervision and control of individual's onsite in the communal areas and any other parts of the school premises as and when requested.
- Any other duties commensurate with the grade of the post as directed by the Line Manager or members of the Senior Leadership Team.

Other Duties

- Undertake general portorage duties related to lettings or school events, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the School Premises Manager immediately.
- Undertake regularly health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Adhere to the Academy and Trust guidelines and exercise professional discretion at all times.
- Be aware of, and comply with, policies and procedure relating to child protection, health, safety and security, confidentiality and GDPR regulations, reporting all concerns immediately to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the academy and Trust. Attend relevant meetings as required.
- To maintain confidentiality.
- The role of Lettings Co-ordinator requires periods of physical effort such as lifting, bending and stretching as well as using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant; hot, cold, wet, noisy, dirty.



- Be available to undertake similar work at another Trust school as required on occasion.
- Undertake general caretaking duties as required/directed by school/trust site staff.

General Duties

- To assist in the updating of system information in relation to premises and lettings.
- To assist in other duties in support of activities in school.

Relationship with Parents/Carers, Colleagues and the Wider Community

- To establish effective working relationships with colleagues, the community, and other professionals.

General Academy Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to and uphold the vision and ethos of the Trust.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Participate in team/departmental meetings where required.
- Any other duties commensurate with the grade of this post as directed by the Academy.
- Be aware and comply with all Academy Policies at all times.

Data Protection and Safeguarding

- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure that you are kept updated with the requirements of Keeping Children Safe in Education and have responsibility for promoting and safeguarding the welfare of children and young people.

Health and Safety

- Where appropriate, undergo Basic First Aid/Health and Safety training and update courses.
- Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety & Welfare.
- Support the Academy's implementation of all current statutory requirements, e.g., The Equalities Act and Child Protection legislation.



Continuing Professional Development

- Keep up-to-date and informed on changes to legislation, and roles and responsibilities.
- In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments in marketing/communications which may lead to improvements in provision.
- Undertake any necessary professional development as identified in the Academy/Trust Development Plan, taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

All employees of the academy have a responsibility for promoting and safeguarding the welfare of children and young people.

Candidates must also be willing to undertake and other responsibilities in line with their grade as requested by the academy.