

KATHERINE WARINGTON SCHOOL, HARPENDEN

Summary Job Description for Lettings Assistant - July 2026

Salary: **National Living Wage (plus holiday pay)**

Job Summary: An energetic, enthusiastic person is needed to assist in the smooth operation of our Sports Centre and Lettings operation and help to ensure the safety of its users.

Hours: Shift pattern (minimum of 3 hours per shift).
Usually evenings between 5pm - 10pm and weekends between 8am and 10pm.

Reports to: Lettings Manager/**School Business Manager**

Job Description

- Meet and greet clients
- Setting up and clearing away equipment required for lettings
- Security of the building, including CCTV control, and locking of school buildings, as directed
- Car Park management where required.
- General maintenance, including cleaning duties, of the Sports Centre and equipment
- Cash handling, including accepting deposits/payments for casual bookings.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, reporting all concerns to the appropriate person
- Observing behaviour of hirers to ensure safe and proper use
- Ensuring timely vacating of Centre when time has expired
- Administer first aid as required (training provided)
- Adhering to health and safety regulations.
- Cleaning of Sports Centre and other areas used by hirers.
- **Operating KWS Snacks for specific events.**
- Any other tasks, as directed.

Person Specification

Essential / Desirable

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Experience	
Previous experience of working in a leisure centre or sporting environment. Good knowledge of customer care.	D
Qualifications (training can be provided)	
First Aid/Emergency Aid qualification.	D
Awareness of Health and Safety requirements.	E
GCSE (or equivalent) in Maths and English	E
Practical skills	
Supervising customers and able to exercise control where necessary.	E
Able to combine this with a friendly welcome for customers.	E
Able to manage cleaning and security.	E
Communicate effectively with users and colleagues.	E
Anticipate problems and prevent accidents – intervene to prevent behaviour which is unsafe.	E
Identify emergencies quickly and take appropriate action.	E
Give immediate first aid.	E
Personal qualities	
Able to work unsupervised.	E
Able to work under pressure, in a busy environment.	E
Able to work as part of a team.	E