

Chief Executive: Peter Barnes LLB; BA; MA; MSc; MBA; PhD; FRSA; FCIM.

Chair of Directors: Megan Crawford PhD.

Lettings and Community Agent

37 hours per week / 52 weeks per year

Salary Scale - Grade 5

£26,824 - £31,022 per annum

(Full Time with shift allowance applied)

Required as soon as possible

Kingsbridge Educational Trust wishes to appoint a Lettings and Community Agent for its out of hours school lettings.

We are looking for a dedicated, dynamic and conscientious colleague to work in the team who provide a supervision and locking service, being the main point of contact for on-site lettings and school events. They will also secure the premises at the end of the evening. In return, the Kingsbridge Educational Trust will offer excellent conditions of service and outstanding support, including:

- 28 days' annual leave plus bank holidays (rising to 32 days plus bank holidays after 5 years' service);
- Local Government Pension with employer contributions of 22.1%;
- Generous occupational sickness scheme;
- Excellent CPD opportunities;
- Discretionary paid and unpaid leave entitlement.

Hours of work are between 3:45pm – 10pm Monday to Friday (inclusive) and 8am – 2pm every other Saturday. However, some flexibility will be required at peak times or to cover absence of colleagues. The successful employee must be a qualified driver and have access to their own vehicle at all times, a £520 annual allowance will be paid for using their own vehicle.

Further details and application link are available on the Trust website: www.ket.education. Alternatively, please contact the Trust by email at hr@ket.education.

Closing date for applications is 5pm on: **Monday 5th January 2026**

Interviews to be held: **w/c 12th January 2026**

Kingsbridge Educational Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An Enhanced Disclosure and Barring Service check is required for this post prior to commencement.