



## JOB DESCRIPTION

Job Title:

**Casual Lettings Officer**

Location:

**Havelock Academy**

**Job Purpose:**

To be responsible for the safety of lettings customers and security of the campus during a specific time period, ensuring site is left tidy, secure and alarmed at each shift end.

**Background:**

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:**

Site Manager/ Academy Operations Manager

**Grade:**

NJC 03  
Evening and weekend work

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

To ensure the security of the academy and to provide excellent service to all internal and external lettings during a specific period of time.

Each academy is organised differently, and any combination of the duties below will be in accordance with the specific requirements of the academy.

The duties listed below are not exhaustive and other similar duties commensurate with grade and responsibilities may be undertaken and are not excluded simply because they are not itemised.

- Patrol site to ensure campus is safe and secure during the shift and take remedial action if required
- Act as the designated point of contact and key holder for the academy premises during the shift.
- Ensure the operation and maintenance of specialized equipment following training (e.g. sports equipment, pool plant operation).
- Operate systems such as heating, cooling, lighting and security when required.
- Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately
- Record and monitor lettings attendance, ensuring they are in line with booking details.
- Facilitate lettings and carry out associated tasks, in line with local agreements
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) to ensure the continued safety of occupants.
- Patrol site at shift end to ensure ALL external doors and windows are secure and no occupants remain.
- To open up facilities at least 15 minutes prior to the start of the session and set up relevant equipment.
- Sweep up in the changing rooms and clean around between lettings. Ensure corridors, changing rooms and toilets remain clean and tidy at all times. Sweeping and mopping to be carried out when required. Emptying bins and litter walks as required.
- Ensure that all the equipment is safe to use and to ensure that all equipment is being used safely and correctly.

- Clean facilities, such as Sports Hall floor, as and when required to maintain safety.
- All equipment to be returned to its storage space after every letting.
- To ensure all floodlights and internal lights are switched off and that all doors and gates within the school are secure. Set alarm security systems at shift end and lock gates on exit.
- Monitor site usage, ensuring it's in line with academy procedures.
- Undertake minor repairs, jobs (i.e. not requiring qualified craftsman) and maintenance of the building and site.

### **KNOWLEDGE/SKILLS/EXPERTISE**

- Confident communicator, comfortable engaging with the public

# PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Educated to GCSE level	x		
★ First Aid Trained		x	
★ Fire Marshall Trained		x	
<b>Experience</b>			
★ Experience in dealing with regular system inspections such as heating and security; and the organisation of emergency repairs or decisions on planned maintenance		x	
★ Experience of Pool Plant Operation		x	
<b>Skills and Knowledge</b>			
★ Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance.		x	
★ Knowledge and expertise in minor maintenance and repair		x	
★ Basic computer skills and knowledge of bespoke lettings software		x	
<b>Personal Qualities and Ethos</b>			
★ Requirement to operate and use tools and equipment and to undertake general portorage duties	x		
★ Requirement to undertake tasks both indoors and outdoors which may include cleaning, minor repairs in toilet areas, dealing with spillages, waste collection etc.	x		
★ Competent in the exchange of information with academy staff and external stakeholders.	x		
★ Meet customers' requirements as part of customer care for lettings.	x		
<b>Equal Opportunities</b>			

★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		

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

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

**All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.**