



David Ross Education Trust  
Broadening Horizons

# JOB DESCRIPTION

Job Title:

**LETTINGS ASSISTANT (CASUAL HOURS)**

Location:

**CHARNWOOD COLLEGE**

## **Job Purpose:**

To be responsible for the maintenance and security of the academy premises and site, during lettings, ensuring a safe environment.

## **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:**

Premises Manager

# KEY RESPONSIBILITIES AND ACCOUNTABILITIES

## MAIN DUTIES AND RESPONSIBILITIES

To ensure the maintenance and security of activities within the Academy are effectively and efficiently undertaken and to provide an excellent service level to the overall running 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.

- ★ Ensure that buildings and the site are secure, including during out of academy hours and take remedial action if required
- ★ Act as the designated key holder for the academy premises
- ★ Operate and regularly check systems such as heating, cooling, lighting and security (including CCTV and alarms)
- ★ Undertake minor repairs (i.e. not requiring qualified craftsman) and maintenance of the buildings and site
- ★ Arrange emergency repairs
- ★ Arrange regular maintenance and safety checks
- ★ Oversee onsite maintenance contractors, checking that work is completed to required standards and within required timescales
- ★ Monitor stock and order supplies
- ★ Undertake general portage duties, including moving furniture and equipment within the academy
- ★ Perform duties in line with health and safety and COSHH regulations and take action where hazards are identified, report serious hazards to line manager immediately
- ★ Monitor the work of cleaning staff
- ★ Ensure the operation and maintenance of specialised equipment following training, for example sports/theatrical equipment
- ★ 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) and equipment, in line with other schedules

# 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>			
★ Working at or towards national occupational standards (NOS) for facilities management and or knowledge / skills equivalent to current national qualifications level 3		✓	
★ Knowledge of procedures and policies in relation to academy security, relevant health and safety, COSHH regulations		✓	
<b>Experience</b>			
★ Responsible for and experienced in dealing with regular system inspections such as heating and security; and the organisation of emergency repairs or decisions on planned maintenance	✓		
★ Proven experience in decision making regarding planned maintenance and ensuring a safe and healthy environment for staff and pupils	✓		
★ Proven responsibility for both ordering stock and the stock control of designated equipment and materials	✓		
<b>Skills and Knowledge</b>			
★ Knowledge of policies and procedures for security, alarm systems, health and safety, minor repairs & maintenance, supervision of contract, cleaning staff	✓		
★ Knowledge and expertise in minor maintenance and repair	✓		
★ Competent and responsible for the security of the academy premises and designated key holder for the locking and unlocking of premises	✓		
★ Competent and responsible on occasions for handling small amounts of cash e.g. to purchase materials for emergency repairs	✓		
<b>Personal Qualities and Ethos</b>			
★ Competent in the exchange of information with academy staff, external contractors (for repairs and maintenance)	✓		

★ Experienced in dealing with and positively motivating contract staff	✓		
Additional Requirements			
★ Requirement to operate and use tools and equipment and to undertake general portorage duties	✓		
★ Requirement to undertake tasks both indoors and outdoors which may include cleaning, minor repairs in toilet areas; dealing with spillages, waste collection etc.	✓		
Equal Opportunities			
★ 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.**