



# Cheney School

Think for yourself; act for others



## JOB INFORMATION PACK

### Lettings Assistant

# HEADTEACHER'S WELCOME

We are a school: we will educate a new generation to view the world critically, make their own decisions, and act in a way that benefits the wider community, not just themselves.

This is summed up in our motto, "think for yourself; act for others."

Cheney is a genuinely comprehensive school, in the best sense of the term, with a fully inclusive intake, which represents not just our catchment area, but also modern Britain.

The ideals of the comprehensive movement have been met in Cheney, in a way that is very rare.

We value creativity over conformity; education over league tables; the needs of students over data; self-discipline over sanctions; nuance over simplification; curiosity over acceptance; honesty over

reassurance; the judgement of our community over the judgement of the official world.

We value emotional intelligence equally to academic intelligence; well-being equally to success; self-knowledge to factual knowledge; humanity to rigour.

This is not to say that the things we value less are worthless; in their place, and in their time, quite the reverse.

In fact, we believe if we get the first things right, the second will follow.

Please contact us if you have any questions or would like to visit.

While you are here, you might like to visit the Rumble Museum, the only Arts Council-accredited museum in a state school, and a great example of what creativity and curiosity looks like at Cheney.





## GREAT REASONS TO WORK AT CHENEY



Noticeable warmth and friendliness of staff and students



Employee Assistance Programme – free counselling and practical advice



Genuine priority of staff workload in decision making



Comprehensive support programme for ECTs



Positive commitment to the environment ( Sustainable Secondary of the Year 2024)



Thoughtful and extensive CPD offer for all teaching and support staff



Cycle to work scheme, E-bike loan scheme and EV charging



Staff social events, sport and other activities

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### TESTIMONIALS FROM STAFF

“Everyone is encouraging and wants you to succeed and fulfill your potential.”

“I feel valued and feel part of something beautiful.”

“The staff really make the school, it is because of them that the school is such a nice place to work.”

“The school obviously cares about its pupils, but it cares about its staff just as much.”

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# RIVER LEARNING TRUST

Cheney School is part of River Learning Trust (RLT), a multi-academy trust responsible for primary and secondary schools across Oxfordshire and Swindon, and a school-centred initial teacher training provider that serves Oxfordshire, Berkshire and Wiltshire.

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## OUR VISION

Education has the power to change lives, communities and society for the better.

At the River Learning Trust we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone.

All of the schools in the River Learning Trust are united by a common belief in the benefits of working together, and by our commitment to our shared principles. Our vision is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

Our 'Why?' is that children and young people 'only get one go' in school and our schools should improve faster and be better as part of RLT to ensure the best possible 'go' for our pupils.

Our 'How' is through the highest possible support and challenge for our schools and each other, underpinned by our three principles. We use the principles of 'aligned autonomy' to empower colleagues in schools to perform well; we rarely direct from the centre but rather support leaders and other colleagues to do their work exceptionally well in their own context.

The schools and SCITT are united by their commitment to the principles of the trust and a common belief in the benefits of everything that is gained by working together.

## WHAT MATTERS TO US

The River Learning Trust is a community of children, young people and adults with shared principles.

These principles are:

- Commitment to Excellence; striving for the best educational experience through continuous improvement.
- Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning.
- Respectful Relationships; acting with care, integrity, and fairness in all we do.

## THE POWER OF PEOPLE

High-performing organisations have the right organisational culture, effective processes and well-trained, motivated colleagues in the right roles.

We focus a great deal on people and the importance of continuous professional learning and development.

# THE TRUST'S SCHOOLS

We currently educate around 16,000 pupils and have around 2,200 colleagues working in the trust. The SCITT (school-centred initial teacher training provider) trains around 110 trainees a year in Oxfordshire, Berkshire and Wiltshire.

## SECONDARY SCHOOLS

Cheney School  
Chipping Norton School  
Gillotts School  
Gosford Hill School  
Kingsdown School  
The Cherwell School  
The Marlborough CofE School  
The Oxford Academy  
The Swan School  
Wheatley Park School

Horspath CofE Primary School  
Larkrise Primary School  
Madley Brook Primary School  
Middle Barton Primary School  
New Marston Primary School  
Rose Hill Primary School  
Sandhills Primary School  
Seven Fields Primary School  
Tower Hill Primary School  
Witney Community Primary School  
Windrush CofE Primary School  
Wolvercote Primary School

## PRIMARY SCHOOLS

Barton Park Primary School  
Bayards Hill Primary School  
Beckley CofE Primary School  
Charlbury Primary School  
Cutteslowe Primary School  
Edith Moorhouse Primary School  
Edward Field Primary School  
Garsington CofE Primary School

## ALTERNATIVE PROVISION

Meadowbrook College

## TEACHER TRAINING

OTT SCITT

## TEACHING SCHOOL HUB

Oxfordshire Teaching School Hub



# JOB DESCRIPTION

**Title of Post:**

Lettings Assistant

**Contract Terms:**

Part-time

**Grade:**

Grade 4, Pay Scales 4 - 5

**Accountable to:**

Facilities Manager

**Job Purpose:**

The Lettings Assistant acts as the point of contact for organisations hiring the facilities/buildings of the school outside of usual school hours and provides security, general site and housekeeping support as required.

**Main Responsibilities:**

- Act as the face of the school, providing excellent customer service in a warm, friendly and professional manner.
- Communicate all relevant event information to the Facilities manager.
- Liaise with customers and be the main point of contact, carrying the school phone whilst on shift at evenings and weekends.
- Have a full knowledge of the lettings locations and timetable, to direct customers around the school.
- Open and close assigned school(s) in the evenings and weekends, remaining onsite throughout the shift.
- Set up and clear away tables, chairs, and other furniture for events.
- Perform light cleaning and tidying duties before/after bookings, replenishing supplies as needed.
- Carry out checks and ensure compliance with health and safety regulations (COSHH), reporting hazards promptly.
- Provide feedback from customers on what's working well and areas for improvement.
- Undertake minor repairs and maintenance tasks that don't require a qualified craftsman.
- Operate systems like heating, cooling, lighting, security (CCTV, alarms).
- Receive deliveries to the school site, booking these in and delivering them.
- To have full knowledge of emergency and evacuation procedures and lead on these at weekends and evenings.
- Provide health and safety briefings to hirers and conduct an annual mock fire drill with each hirer.
- To report any site issues ASAP and know how to escalate major concerns issues e.g gas leaks, flooding etc.
- Maintain accurate records.

**General Responsibilities:**

- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos of Cheney School and the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;

# JOB DESCRIPTION

**Title of Post:**

Lettings Assistant

**Contract Terms:**

Part-time

**Grade:**

Grade 4, Pay Scales 4 - 5

**Accountable to:**

Facilities Manager

- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

# PERSON SPECIFICATION

**(E) Essential**

**(D) Desirable**

## **Experience, Skills and Knowledge**

- Excellent customer service skills with the ability represent the school in a warm and professional manner. (E)
- Strong communication skills to convey event information clearly. (E)
- Basic skills to undertake minor repairs and maintenance tasks. (D)
- Previous experience working in a customer-facing role, preferably in hospitality/events. (D)
- Familiarity with operating systems like heating, cooling, lighting, security alarms, CCTV etc. (D)
- Knowledge of COSHH regulations. (D)

## **Personal Attributes**

- Physically able to set up furniture and equipment for events. (E)
- Attention to detail for cleaning/tidying and ensuring compliance with health and safety regulations. (E)
- Punctual and reliable. (E)
- Able to follow instructions and procedures. (E)
- Flexibility to work evenings and weekends as required. (E)

## **Safeguarding**

- Understanding of current statutory processes, procedures and associated documentation (E)

## **Safeguarding Statement**

*Cheney School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.*

*The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.*



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[www.cheneyschool.org](http://www.cheneyschool.org)