



MAIDEN ERLEGH
CHILTERN EDGE

JOB DESCRIPTION

Site Lettings Assistant

Grade 4 SCP 7

Purpose

The postholder will support the safe, secure and effective running of school lettings during extended hours, including evenings, weekends and school holidays, by opening and closing the premises, assisting users, responding to health and safety matters, undertaking practical site tasks and helping to ensure that areas used for lettings are clean, tidy, secure and ready for normal school use.

Staff Responsibilities

Line management responsibility: none. Staff group: none.

Deployment

Cross-Trust deployment. The postholder may be required to work across different sites across Maiden Erlegh Trust as required.

Financial Accountability

No budgetary responsibility.

Key accountabilities

Support teaching and learning by ensuring areas used for lettings are safe, tidy, secure and ready for normal school use; ensure the school premises are safe and inviting for lettings customers; act as key holder by opening and closing the school before and after lettings; act as the person in charge in the event of an emergency; communicate health and safety and emergency procedures to lettings users; assist with setting up and putting away equipment, tables and chairs; undertake minor maintenance, cleaning and site-related tasks as required; report damage, defects and site concerns to the appropriate manager; maintain security by ensuring the school is secure and classrooms are locked when not in use; direct visitors to the designated area of hire; work across different sites across Maiden Erlegh Trust as required.



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Relationships

The postholder will build positive, professional relationships with a wide range of stakeholders, including Trust and school leaders, colleagues across Maiden Erlegh Trust, students, parents and carers, plus external partners. These relationships are central to creating a collaborative, supportive environment that enables shared success and strong outcomes for all. The postholder will also maintain effective relationships with lettings users, school colleagues and site colleagues to support the safe and efficient use of school premises.

Supporting Maiden Erlegh Trust

The postholder may occasionally support other Maiden Erlegh Trust schools, promoting collaboration, professional growth, and the sharing of effective practice. This cross-Trust work provides opportunities to learn from colleagues, contribute to improvement initiatives, and strengthen our community. The postholder may be required to work across different sites across Maiden Erlegh Trust as required.

Main duties and accountabilities

Teaching and Learning

- Ensure that areas used for lettings are tidy, safe, secure and ready for use by the school the next day, so that normal school operations and learning can continue without disruption.
- Assist in setting up equipment and ensuring that areas used for lettings are prepared appropriately and left ready for subsequent use.
- Assist in setting up and putting away tables and chairs during examination periods to enable lettings to take place without disruption to school operations.
- Undertake cleaning duties when necessary to ensure that areas used for lettings remain safe, suitable and inviting.

Assessment

- Carry out facility inspections of the school and report any defects.
- Report any damage caused by lettings users to the Site Manager or School Business Manager.



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- Identify and report site, safety or maintenance concerns arising during lettings periods.
- Monitor the condition of areas used for lettings and take appropriate action within the responsibilities of the role.

Behaviour Management and Student Wellbeing

- Communicate with lettings users to ensure they are fully aware of the school's health and safety policy and emergency procedures.
- Act as the person in charge in the event of an emergency during lettings periods.
- Deal with health and safety matters arising during lettings periods.
- Direct visitors and lettings users to the designated area of hire.
- Support a safe and orderly environment during lettings periods.

Pastoral and Inclusion

- Provide a professional and helpful point of contact for lettings users, visitors and other stakeholders using the school premises.
- Maintain a calm, responsible and practical approach when responding to issues arising during lettings periods.
- Support positive relationships with lettings users by ensuring that the premises are accessible, safe and ready for agreed use.
- Treat all users of the premises professionally and with appropriate confidentiality.

Trust Culture

- Work effectively with the site team, school colleagues and other Trust colleagues as required.
- Assist the site team with manual site-related tasks as requested.
- Work across different sites across Maiden Erlegh Trust as required.
- Carry out duties in line with Maiden Erlegh Trust expectations, policies and procedures.

Other

- Act as a key holder for the school, opening and closing the school before and after lettings.



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- Ensure that the school is secure and classrooms are kept locked when not in use.
- Carry out minor maintenance work and odd jobs around the school when necessary.
- Have knowledge of health and safety procedures.
- Undertake other reasonable duties appropriate to the role as requested.

Other requirements and responsibilities

Enhanced DBS clearance is required. The postholder must be committed to safeguarding, equality and promoting the welfare of children and young people. The postholder must ensure awareness of local safeguarding policies and procedures and report any concerns or information received as required. The postholder must comply with all relevant health and safety requirements and support the safe use of school premises during lettings periods. The Trust retains the right to implement changes in job descriptions to reflect changes in the demands of the post. Where this is necessary, this will be done in consultation with the postholder.