

Lettings Assistant

Job details

Salary: APTC3: £7338.78-£7471.34 actual salary (£21,591-£21,981 FTE)

Responsible to: School Business Manager/Site Manager



Hours of work

Tuesday 6:30pm-9:30pm

Wednesday: 7:15pm-10:15pm

Saturday: 8:15am-12:15pm

A candidate who would be able to take on further lettings, should the need arise, would be desirable.

Job Purpose:

A Lettings Assistant will provide an efficient lettings service out of school hours to organisations hiring the school premises. The service is aimed at meeting the needs of all the users of the school premises, pupils, teachers, non-teaching staff, parents, visitors and members of the community.

The main responsibilities of a Lettings Assistant will usually include:

1. Site Security
2. Cleaning
3. Heating
4. General Duties

Roles and Responsibilities

The post holder must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the school and in such a manner as to enhance the good reputation of the school.

Site Security

Whilst on duty to ensure the school premises and equipment are safe and secure at all times by: -

- Opening and securing school premises out of school hours at the appropriate time.
- Reporting breaches of security.
- Reporting cases of illegal entry to the police.
- Securing valuable items of equipment left unsecured.
- Ensuring external/internal security lights are operating.
- Preventing trespass, including challenging identity of unknown persons.
- Ensuring that unauthorised parking of vehicles does not occur.

Cleaning

Whilst on duty to ensure the cleaning of the school and grounds and removal of rubbish at all times: -

- To ensure that graffiti, spillage, vomit etc., are removed promptly.
- To ensure that toilet paper and soap are replenished as appropriate.
- To ensure all rubbish is collected and placed in appropriate bins
- School premises are left in a fit state

Lettings Assistant

Skills and Abilities	Essential	Desirable	Assessed By
Ability to organise one's own work, to prioritise tasks and keep to deadlines	✓		Application & interview
Ability to work independently and support the work of the team	✓		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	✓		Application & interview
Ability to communicate and interact effectively with adults	✓		Application & interview
Ability and willingness to carry out the instructions of supervisors and managers	✓		Interview
Displays commitment to the protection and safeguarding of children and young people	✓		Application & interview
Knowledge			
An understanding of basic health, safety and security issues in schools	✓		Interview
An understanding of the various cleaning methods and techniques	✓		Application & interview
An understanding of basic cleaning chemicals and products and their appropriate use in accordance with the COSHH regulations	✓		Application & interview
The know-how to assess and carry out minor repairs and maintenance	✓		Application & interview
Has up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people	✓		Application & interview
Qualifications and Experience			
Willingness to successfully complete the range of training relevant to the job	✓		Interview
GCSE at level A - C in English and mathematics or equivalent		✓	Application

Roles and Responsibilities

Notes:

1. The authority expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that it not specified in the job description but which is within the remit of the duties and responsibilities.
2. This is a new job description for a new post. It will be subject to review with the postholder after one year and may then be reviewed from time to time

St Edward's Primary School is committed to Safeguarding pupils. All posts are exempt from the Rehabilitation of Offenders Act 1974 and will require a comprehensive screening process, including a Disclosure Check, will be undertaken on all applicants.