

Job Description

Liaison with	Other caretaking staff, Head teacher and other staff as appropriate, users of the premises, the public, contractors, and other agencies.
Job Purpose	To contribute to the smooth running of the Academy by overseeing, and being present during, the use of the premises during the evening, weekends or public holidays (as appropriate) and undertaking relevant duties associated with this use of the premises.
Duties	<p>Any or all of the following duties may be reasonably undertaken in connection with letting work, as directed by the Head teacher.</p> <ul style="list-style-type: none"> • To attend and carry out security and any safety procedures for the buildings and grounds, including routine and non-routine opening of premises and grounds and reception of visitors. • Dealing with enquiries from hirers, users, external agencies, promoting the facilities for hire. • Receiving incoming enquiries via email and telephone and checking calendar for availability. • Confirming cost and arrangements to prospective lettees • Maintain a lettings diary liaising with staff and departments where necessary • Process completed application form and policy. • Complete a lettings summary document for Finance for invoicing. • Setting out reasonable equipment and/or furniture and undertaking minor cleaning related to the use of premises. • Operating the heating plant so that required temperatures are maintained in the premises and that an adequate supply of hot water is available. Carry out frost precaution procedures. • Report any problems/issues arising from the use of the premises including drawing attention of the Head teacher (or other appropriate line manager) as appropriate, any issues relating to the use of the premises which may need attention (e.g. repairs and maintenance, conduct of users etc.,) • At all times to carry out duties in accordance with health and safety requirements. • Such other duties appertaining to the use of premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Head teacher. • The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.
General	<ul style="list-style-type: none"> • To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager • To be flexible with working times and willing to assist when needed, sometimes at short notice. • To show initiative and deal effectively with unforeseen problems as they arise • To contribute in a positive way to the effective running of the Academy • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace

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| | <ul style="list-style-type: none">• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. |
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