

## Job description

Benhurst Primary School is part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE team who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	LETTINGS ASSISTANT
<b>Contract</b>	Permanent
<b>Pay Scale</b>	1.2 – 1.3
<b>Hours per week</b>	4.5 + additional hours to cover leave when/where required
<b>Weeks per year</b>	52
<b>FTE</b>	12.50%
<b>Reports to</b>	Headteacher
<b>Liaison with</b>	Other caretaking colleagues, Head teacher and other colleagues as appropriate, users of the premises, the public, contractors, and other agencies.
<b>Role Purpose</b>	
	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Role Particulars</b>	
	<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"> <li>• 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.</li> <li>• Dealing with enquiries from hirers, users, external agencies, promoting the facilities for hire.</li> <li>• Receiving incoming enquiries via email and telephone</li> <li>• Setting out reasonable equipment and/or furniture and undertaking minor cleaning related to the use of premises.</li> <li>• 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.</li> <li>• 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.)</li> </ul>

	<ul style="list-style-type: none"> <li>• At all times to carry out duties in accordance with health and safety requirements.</li> <li>• 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.</li> <li>• The duties may be varied by the Headteacher and/or The Trust to meet changed circumstances in a manner compatible with the post held.</li> <li>• Undertaking light cleaning at the end of lettings</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• 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</li> <li>• To be flexible with working times and willing to assist when needed, sometimes at short notice.</li> <li>• To show initiative and deal effectively with unforeseen problems as they arise</li> <li>• To contribute in a positive way to the effective running of the Academy</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the post holder may be required by the Head teacher to carry out appropriate duties within the context of the job role.</p>

This job description is current at the date shown, but, in consultation with you, may be changed by the Executive Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed:..... (Casual Lettings Assistant)

Date:.....