



# The Royal Liberty School

*'Where boys are ambitious, where boys succeed'*

Head Teacher: Mr L Raftery BSc (Hons), MA, NPQH

**SFAET Ltd**  
**Job Description**  
**Lettings Site Cover Officer**  
**The Royal Liberty School**  
**and across all Trust Schools**

<b>POST TITLE:</b>	Lettings Site Cover Officer
<b>Type:</b>	Casual contract until the end of August (may be extended)
<b>PAY GRADE:</b>	Scale 3 , spinal point 5
<b>ACCOUNTABLE TO:</b>	Site Managers
<b>LIAISE WITH:</b>	The Lettings Teams and Site Teams

The following provides the overall remit of the post holder. It is not intended as an exhaustive 'job list', but identifies key role descriptors for which the post holder is accountable. The Trust expects staff to work flexibly and with initiative.

## Working Hours

Flexible working based on what is needed to cover lettings. We are currently looking for someone at The Royal Liberty School to cover between 6 pm and 11 pm every Monday and Tuesday and every other Thursday.

## Key Role Descriptors

The Lettings Site Cover supports the site team by carrying out a range of duties, including security, safeguarding and the supervision of the site and related equipment to allow pre-booked community groups to use the school facilities.

The post holder will:

- Be responsible for the control of users with regard to their behaviour, taking appropriate action when persons fail to comply with operating procedures.
- Be responsible for advising customers on the correct use of the facilities. Ensuring that facilities are clean, fit for use and secure.
- Working with customers for the setting up and tidying away of any equipment required for activities.
- Assist with the cleaning of the facilities, including basic maintenance tasks and inspections.
- Provide emergency first aid cover and act as the fire warden on site for our customers.
- Be responsible for the security and safety of the school site
- Act as a key holder, carrying out security procedures for the buildings and grounds, including the routine and non-routine opening and securing of premises and grounds.

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- Operate the intruder and fire alarm systems.
- Provide access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergencies.
- Deal with enquiries from visitors, workers and lettings clubs and, where appropriate, advise the lettings team of their presence.
- Carry out routine procedures or spot checks on lettings groups inline with our policy
- Ensure that users of school facilities have pre-booked and that their group signs in and out of the school's register. Also ensure that all groups maintain their own attendance register for their group.
- Ensure groups remain within their pre-booked area and stay within their allocated time slot.
- Carry out school-based procedures in the event of fire, flood, accident or major damage. Including the reporting of all accidents, incidents and near misses.
- Undertake lettings and other related duties, as appropriate, in accordance with the prearranged agreement, including the setting up of equipment and rooms.
- Preparing the school premises and site for out-of-school activities.

#### General:

- To be flexible with working times and willing to assist when needed, sometimes at short notice or at different locations.
- To show initiative and to deal effectively with unforeseen problems as they arise.
- To contribute positively to the effective running of the school.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.

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## Notes:

1. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
2. The Trust 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 is not specified in the job profile but which is within the remit of the duties and responsibilities.
3. Staff in schools work subject to statute and approved policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. This job profile will be subject to review with the postholder after one year and may then be reviewed from time to time.
5. The Trust has a strong commitment to achieving equality of opportunity for the community and the employment of people and expects all employees to understand, comply with and promote its policies in their work and to undertake any appropriate training.
6. The postholder is expected to undertake any appropriate training, including recognised professional qualifications, considered necessary to fulfil the role, and Take appropriate action to report, identify and minimise any risks to health, safety and security in the immediate working environment.
7. To work in accordance with the values of the school, particularly with regard to promoting positive attitudes towards tolerance and respect for other people.
8. The school is committed to safeguarding and promoting the welfare of children and young people. All adults who work at the school must share this commitment to young people.

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**SFAET Ltd**  
**Person Specification**  
**Lettings Site Cover**

<b>SKILLS and ABILITIES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>ASSESSED BY</b>
Ability to use cleaning products		✓	Application & Interview
Ability to operate security, heating plant and other routine building systems	✓		Application & Interview
Ability to communicate clearly and effectively	✓		Application & Interview
Ability to negotiate effectively to defuse and manage conflicts should they arise.	✓		Application & Interview
Able and willing to work unsupervised to achieve goals and as part of a team when needed	✓		Application & Interview
Ability to Lone Working	✓		Application & Interview
Ability to manage own time effectively and demonstrate a flexible approach	✓		Application & Interview
Ability to work effectively with a range of adults	✓		Application & Interview
Ability to work independently whilst using own initiative	✓		Application & Interview
Ability to use basic computer applications	✓		Application & Interview
Able to be flexible with their working hours	✓		Application & Interview
<b>KNOWLEDGE</b>			
Understanding of Trust and School Policies, and where to find them	✓		Application & Interview
Understanding of School procedures and where to find them,	✓		Application & Interview
Good understanding of School emergency procedures	✓		Application & Interview
Good understanding of Safeguarding		✓	Application & Interview
Understand and support the differences between children and adults and respond appropriately		✓	Application & Interview
Understand and implement Child Protection procedures	✓		Application & Interview
Awareness and commitment to equality and diversity	✓		Application & Interview
Understand the role of others working in and with the school		✓	Application & Interview
<b>QUALIFICATIONS</b>			
Basic Health and Safety		✓	Application
Basic Fire Safety		✓	Application
First Aid at Work		✓	Application

Safeguarding		✓	Application
Lone Working		✓	Application

I have read and understood this job description:

**Signed:**..... **Date:** .....