

Job Outline

Lettings Assistants

Responsible to: Facilities Manager
Salary Grade: LGS Scale 3
Part Time: 2 members of staff each working 20 hours to cover evening (5pm-10pm) and weekend (9am-1pm) bookings between them, 52 weeks a year.

The Colne Community School and College is looking to recruit two confident Lettings Assistants to help support our site team with our lettings portfolio. Our sports facilities are available to hire by external sports clubs and are currently undergoing refurbishments to improve the provision, including a newly fitted 3G pitch.

Job Purpose

- To support and supervise evening/weekend lettings on the school site.

Core Requirements

In fulfilling the requirements of the role, the post holder will demonstrate essential professional characteristics and in particular will:

- Inspire trust and confidence in students and colleagues
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities
- Promote the wider aspirations and values of the school
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.

Key Responsibilities

Lettings, School Events and Income Generation

- Ensuring the requirements of the hirer are met e.g. by setting up sporting equipment
- Ensure that the school facilities are returned to normal and clean following any lettings.

Security

- Ensure security protocols are followed during all lettings
- Unlock and lock windows, gates and doors around the site at the required times
- Ensure the alarm system is set upon leaving the site each evening
- Assist with fire drills - ensuring hirers are aware of expectations.

Site Management and Development

- Carry out tasks as instructed by the Facilities Manager
- Ensure that all areas within the sports centre are free from litter
- Ensure that the sports centre is maintained at the correct temperature and there is an adequate supply of hot water.

Health and Safety

- Ensure duties are carried out in accordance with school based policies and health and safety procedures - including understanding lone working restrictions (full training will be provided)
- To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace.

General

- To carry out any other reasonable tasks as may be required by the school
- To adopt a flexible attitude to the working hours as required
- A willingness to engage with minibus driver training and minibus duties when required.

The Sigma 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.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers and comply with expectations as defined within the school's Code of Conduct and Leave of Absence Policies.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Executive Headteacher/Head of School, Sigma Trust committee or the local governing committee to carry out appropriate duties within the context of the job, skills and grade.

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