

JOB DESCRIPTION

Title of Post:	Lettings/Facilities Assistant
Hours	Zero hours contract – expected hours are 4-10:15pm on Sundays and 4:15-10:15 on Thursdays £11.00 per hour
Responsible to:	Lettings Manager/Site Manager
Liaison with:	External Community
Job Purpose:	To actively promote the school facilities to the outside community and to be the point of contact for external hirers and to ensure the site is secure when unoccupied.

DUTIES

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

SECURITY & SUPERVISION

- ☐ To advise the Lettings Manager of any issues relating to the attainment of the highest standards of premises management.
- ☐ The security of the premises and contents including operation of fire and burglar alarms, CCTV and keyholder responsibilities.
- ☐ Administrative processes & record-keeping in relation to lettings.
- ☐ Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- ☐ Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).

CARETAKING & MAINTENANCE

- ☐ Carrying out school based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- ☐ Preparing the school premises and site for out of school activities.
- ☐ Maintaining the upkeep of the changing facilities and ensuring they are clean for both school and community use.

HEALTH & SAFETY

- ☐ Assist the Lettings Manager to ensure that the premises are maintained in line with all current Health and Safety legislation under guidance of the Health and Safety Officer; that the Premises Team complies with all relevant Health and Safety requirements; and that all contractors are operating to required Health and Safety standards.

- ☐ Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school.
- ☐ To complete a weekly maintenance site report and health and safety checks of the school.

OTHER DUTIES

- ☐ To support the Premises team with the maintenance and daily checks of the swimming pool facilities etc.

Additional Requirements

- It will be a necessary requirement of this post that the Facilities Assistant will carry a mobile 'phone when on duty and cover for sickness of shift staff, if required. In-service training in support of duties will be required.
- It will be a necessary requirement of the post to hold a valid 3-day First Aid Certificate.

GENERAL

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Governing Body.

The duties may be varied by the Head of School and/or Governing Body to meet changed circumstances in a manner compatible with the post held.

The Trust and Local 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

It is a requirement 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.
- ☐ Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- ☐ Ensure that all School and Trust policies are adhered to.

LETTINGS/FACILITIES MANAGER PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of management of a large site Relevant Qualifications Experience of work planning, contract negotiation and supervision and budget management Completion of DCSF induction programme
	Knowledge of relevant policies and procedures	Knowledge of First Aid Understand general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake mathematical calculations
	Technology	Excellent knowledge of security, heating plant and other building systems Ability to undertake DIY tasks
	First Aid	Hold a valid First Aid at work qualification or be willing to attend training.
Communication	Written	Ability to complete complex forms, write letters and detailed reports
	Verbal	Ability to exchange complex verbal information clearly
	Languages	Seek support to overcome communication barriers with children and adults
	Negotiating	Ability to negotiate effectively to achieve best outcomes Ability to manage difficult or controversial exchanges
Working with children	Behaviour Management	Understand the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Basic understanding of the learning experience provided by the school
	Child Development	Basic understanding of the way in which children develop
Working with others	Working with partners	Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with others
	Team work	Ability to make a distinctive contribution to the work of a team
	Information	Contribute to the development and implementation of effective systems to share information

Responsibilities	Organisational skills	Excellent organisational skills Ability to remain calm under pressure
	Line Management	Ability to supervise and monitor the work of others Ability to manage works contracts
	Time Management	Ability to manage own time effectively Demonstrate a flexible approach
	Creativity	Demonstrate ability to resolve complex problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Excellent understanding of Health & Safety regulations Ability advice others
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

NOTE:

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.