



Job Description **Lettings Supervisor**

Reporting to Premises Manager

Line management of None

Working hours

One post: 19.25-22.25 Mon-Fri (15 Hours per week)

One post: 8.30-16.30 on a Saturday
9.30-16.30 on a Sunday (14 hours per week)

52 weeks per year

Grade Band 2 –point 3-5
(FT £18,065-£18,795 Pro rata)

Purpose

To supervise the use of school facilities by external hirers and ensure acceptable use of them. To securely lock the school premises at the end of the day.

Main duties	
1.	Ensure school facilities are open in accordance with our lettings agreements and timings
2.	Make yourself familiar with the lettings timetable
3.	Making sure facilities are ready to use for the individual hirer
4.	To ensure hirers are using all facilities appropriately and intervene to remind them if they are not
5.	To attend to any issues that may arise during your shift, including any remedial 'fixes'
6.	Ensure compliance with Health and Safety practises.
7.	Record and report any damages caused to facilities by hirers
8.	Secure a copy of any accident records from hirers
9.	Empty bins and maintain a litter free site
10.	To securely lock the entire school site at the end of your shift
11.	Any other duties that might reasonably be expected in such a post

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of The Chelmsford Learning Partnership in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Senior Leadership Team or the incumbent of the post.

The Trustees of The Chelmsford Learning partnership are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. This position is subject to an enhanced DBS disclosure, satisfactory references and relevant documentation.

Lettings Supervisor - Person Specification

Personal Attributes required	<u>Essential (E) or Desirable (D)</u>
Education/Qualifications	
Numeracy, literacy and ICT skills equivalent to Level 3 or above.	D
Relevant professional training or development.	D
First Aid Training or willingness to undertake	D
Experience	
Working in an environment where children/ young people are present	D
Collaborative and supportive work with colleagues within an organisation	E
Dealing with members of the public	E
Caretaking/site/security experience	D
Skills and Knowledge	
Understanding of relevant policies/code of practice and awareness of relevant legislation relating to the role.	D
Ability to relate well to young people and adults.	E
Good oral and written communication skills.	E
Personal Qualities	
A commitment to safeguarding all students and staff at the school.	E
Work constructively as part of a team.	E
Willing to work within organisational procedures, processes and to meet required standards for the role.	E
Be resilient and demonstrates ability to work well under pressure.	E
Able to adopt a flexible working practice.	E
To use initiative and be proactive	E
Excellent record of attendance and punctuality.	E
Equal Opportunities	
Commitment to the trust's equal opportunities policy and Child protection policy.	E