**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **Title of Post:** | Site Team & Lettings Co-Ordinator |
| **Grade/Hours** | **Band 3 Scale Point 6 to 17****Part Time – 30hrs Per Week****Hours:**Tuesday to Friday 1.15pm-6.15pm Saturday 7.30am to 5.30pm  |
| **Responsible to:** | Premises Manager |
|  |  |
| **Liaison with:** | Finance TeamExternal Community |
| **Job Purpose:** | To actively promote the Astroturf and the school facilities to the outside community and to be the point of contact for external users 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.

**FOOTBALL DEVELOPMENT & LETTINGS**

* To ensure that the school facilities are available to the local community as part of a managed lettings programme.
* To assist the Premises Manager to ensure that the premises team cover the required opening hours as part of their managed shift patterns.
* To actively promote the school premises to the outside community and to investigate how the community would like to use the school for outside projects.

**SECURITY & SUPERVISION**

* To advise the Premises 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).
* To assist with the upkeep of the Asset Management Register.

**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 Premises 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 Manager 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 siteRelevant QualificationsExperience of work planning, contract negotiation and supervision and budget managementCompletion of DCSF induction programme |
| Knowledge of relevant policies and procedures | Knowledge of First AidUnderstand 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 systemsAbility 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 outcomesAbility 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 teamSeek 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 an 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 skillsAbility to remain calm under pressure |
| Line Management | Ability to supervise and monitor the work of othersAbility to manage works contracts |
| Time Management | Ability to manage own time effectivelyDemonstrate 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 regulationsAbility 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 roleAbility 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.