

Durrington High School

Casual lettings assistant

JOB DESCRIPTION

What is the purpose of the job?

- ◆ To organise the evening and weekend use of the school facilities and our sports complex.
- ◆ Be responsible for safeguarding and prioritising the welfare of children

What do you have to achieve?

- ◆ The smooth running of our facilities by undertaking effective supervision of our lettings team. To monitor and organise all aspects of personnel and staffing within the lettings team including staffing levels, rotas, cover, holidays and progress
- ◆ Ensure that daily site inspections are conducted to ensure the earliest possible identification of Health & Safety risks, maintenance and cleaning issues
- ◆ Ensure the centres facilities are constantly maintained, cleaned and presented to the highest of standards
- ◆ To work with the line manager within the school to develop complementary marketing campaigns to continually strive to increase usage and revenue generation.
- ◆ Ensure that all facilities are of the highest standard and that all customer enquires/complaints are dealt with and recorded both promptly and effectively
- ◆ To monitor and respond to any issues of security (in relation to the staff, premises and users)
- ◆ To cover the lettings team shifts as required, in covering shifts in times of holidays and absenteeism
- ◆ To generally help promote the work and public image of the school and lettings team by always maintaining high standards of personal appearance and adopting a friendly but professional approach to the public
- ◆ To undertake other duties as specified by line manager or head teacher which are appropriate to the level and general responsibilities of the post

What are the job particulars?

- ◆ DMAT casual rate £9.99 per hour
- ◆ Accountable to the Lettings Manager and the Headteacher
- ◆ The Headteacher may from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – what do you have you have to do?

1. Unlocking and locking areas and rooms, buildings and the Astroturf as per bookings
2. Meeting hirers at the beginning of each letting, ensuring facilities requested are unlocked and available
3. Staying in attendance on the school site, dealing with any problems or queries as they arise
4. Being responsible for the security of the site, ensuring that the school is secure and alarms activated at the end of each letting
5. Ensuring all documentation is maintained and accurate
6. Having up to date knowledge of Health and Safety issues at all times and promoting the same for all staff, students and visitors to the school
7. Be committed to inclusive education
8. Promote and safeguard the welfare of children and young people at Durrington High School
9. Contribute to the provision of an excellent sporting and learning environment
10. Maintain confidentiality at all times
11. To be aware of and adhere to all school policies and procedures
12. Carry routine maintenance – grounds/buildings as required
13. Ensure lettings team staff cover/rota in place

Person Specification

	Essential	Desirable
Knowledge/Experience	<ul style="list-style-type: none"> • Security practise and procedures • Knowledge of IT • Experience of implantation of policy and procedures 	<ul style="list-style-type: none"> • Knowledge of Health and Safety practises
Skills	<ul style="list-style-type: none"> • Leadership and people management skills • Ability to work on own initiative and lead a team of people • Ability work as part of a team • Ability to work and make decisions in unsupervised settings • Confidentiality in relation to issues of personnel • Organisational planning and administration skills • Ability to work under 	<ul style="list-style-type: none"> • First Aid qualification • Experience in the development and marketing facilities/activities

	<p>pressure</p> <ul style="list-style-type: none"> • Experience in problem solving • Literacy and numeracy skills • Customer care skills • Time management skills • Good listening skills 	
Attributes	<ul style="list-style-type: none"> • Presentable in personal appearance • Excellent communicator • Approachability to staff • Positive assertiveness • High level of self motivation and organisation • Outwardly enthusiastic and confident • Honest, reliable and trustworthy • Show a flexible approach to work • Supportive qualities that will encourage staff in their pursuit of personal goals • Ability to be positively pervasive and motivate individuals and teams • High standards in relation to presentation of facilities and the staff 	
Other	<ul style="list-style-type: none"> • Ability to work unsocial hours/weekends and be on call to attend at short notice • Interest sports/leisure activities 	