



Job Description

Title of Post: Lettings Coordinator

Salary: Scale 4, point 7-8

Responsible To: Premises Manager

Liaison with: Finance Team
External Community

All members of the support staff are subject to annual performance management.

Purpose of the Job:

To coordinate lettings of the MUGA and Sports Halls to the outside community and to be the point of contact for external users and to ensure the site is secure when unoccupied.

Example duties and Responsibilities:

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 postholder.

- To act as a key holder, carrying out security procedures for the buildings and grounds. Responding to calls outside normal working hours as a result of break-ins etc. The security of the premises and contents including operation of fire and burglar alarms, CCTV and keyholder responsibilities.
- To ensure, in conjunction with other caretakers, there is adequate lettings cover at all times.
- To ensure that the school facilities are available to the local community as part of a managed lettings programme.
- 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.
- Administrative processes & record-keeping in relation to lettings.
- Setting up and taking down sports equipment / exam desks
- Check equipment is safe to use
- Be a first aider on site
- Undertaking cleaning of allocated area(s), and emptying of bins
- Monitoring the standards of cleanliness of the premises and furnishings and reporting any deficiencies to the Premises Manager.
- Taking delivery of stores, materials and other goods and conveying them to their points of distribution. Dispatching laundry, goods, materials etc.
- Maintenance – first line repairs and upkeep of the building
- 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).
- Any reasonable request made by the Headteacher.
- All staff have a responsibility for the safeguarding and promotion of well-being of all students.
- Health and physical capacity for the post.

- To ensure that the requisite Health and Safety Regulations and Codes of Practice are complied with for the safety of students and staff
- Such other duties as may be necessary from time to time within the reasonable requirements of the Headteacher and Academy Trust.

Person Specification

Knowledge and Skills:	<ul style="list-style-type: none"> • Practical skills in maintenance and cleaning • Ability to communicate • Good interpersonal skills • Trained first aider or willing to train • Ability to work effectively to a high standard, on occasion, under pressure • To be flexible, adaptable and have the ability to use initiative
Aptitudes:	<ul style="list-style-type: none"> • Willingness and ability to work alone and as part of a team • Ability to carry out duties in a helpful and courteous manner • Willingness to contribute to all areas of school life • Suitability to work with children • Effective time management • Ability to follow instructions accurately • Ability to critically evaluate own performance • Awareness of, and commitment to, equalities issues • Health and physical capacity for the post.