**Trinity School, Sevenoaks**

**Lettings Facilitator Job description & Person Specification**

Job Title: Lettings Facilitator

Responsible to: Facilities Manager

Location: Seal Hollow Road, Sevenoaks, Kent. TN13 3SL

*In everything set them an example by doing what is good. Titus 2:7*

**As a faith school it is our vocation, moral obligation and delight to provide the best possible education for each student as part of a Christian community.**

**All staff will:**

* Play a full part in the life of the school community, support its Christian mission, ethos and policies and encourage staff and students to follow this example.
* Fulfil responsibilities with regards to safeguarding (including reporting concerns to the designated child protection officer)
* Be involved in the school’s community service, as required.
* Model Trinity values to parents and students
* Be positive, dynamic and challenging in all aspects of work
* Foster the school’s inclusive ethos providing a common life based on the Christian family and nurturing everyone regardless of race, gender, sexual orientation, religion or ability
* Share direct accountability for the establishment of Trinity School as an outstanding school
* Take responsibility for their own learning and development
* Develop the skills and talents of other members of the community
* Ensure their own well-being and that of others by establishing an appropriate balance between life and work
* Play an active part in the life of the school and its community
* Develop social cohesion and positive links with the whole of our local community
* Adhere to the school community’s standards, policies, systems and procedures in relation to students, health and safety, personnel and financial management.
* Agree annual performance targets, with a view to own continuous improvement
* Undertake any other duties that may reasonably be required by the Headmaster.

The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An Enhanced DBS check will be carried out for the successful candidate.

**Specific Responsibilities**

**Main Purpose**

Trinity school is used for event and sports hiring in the evening and on weekends. The duties will include; opening and closing of the site for the hirers, meet and greet visitors and assist with any queries whilst the hirer is on site.

To provide support with general tidiness of the internal areas of the school and shared usage areas for Sevenoaks Educational Campus.

**Lettings**

* To prepare rooms being used for hire; including setting up, cleaning and breaking down of equipment.
* To meet and greet hirers, welcome them to the school and show them the facilities.
* To check on hirers to ensure they have everything they need.
* Assist hirers with any queries whilst on site.
* Be available in the event of any emergency during the hire.
* Ensure all internal and external areas are clean and tidy and all rubbish is removed.
* To lock up at the end of the evening, ensuring that all hirers are off site and all rooms are cleared.
* For weekend hire, open the site in the morning and lock up at the end of the day.
* Ensure all fire exits are kept clear
* Ensure all hirers are adhering to health and safety requirements.

**Facilities**

* To ensure that the school site is fit for purpose and to pro actively highlight concerns regarding Health and Safety to the Facilities manager in a timely manner
* To be responsible for locking and unlocking school premises outside of normal school hours and for setting security alarm systems, as required.
* To escort contractors and other persons to sites of repair and maintenance.
* To take delivery of stores, goods and equipment and arrange storage or distribution as required.
* To be responsible for the general tidiness and safety of the outside areas; to keep surface drains free of obstruction; to ensure pedestrian access in periods of severe weather conditions, treating main entrances and paths with salt/grit as appropriate.
* To set out/put away furniture for events, and undertake general porterage as required by the Facilities Manager.
* To cover for Facilities Assistants if required.

**Sevenoaks Educational Campus Support**

* To be responsible for the general tidiness and safety of the outside communal areas.
* To be responsible for general maintenance and cleanliness of the shared usage areas/communal outside areas to include litter picking, sweeping etc

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Basic numeracy and literacy | * GCSE Grade C/4 Maths & English or equivalent NVQ |
| **Experience** |  | * Experience of customer service |
| **Knowledge** | * To safeguard the health and safety of all staff, students and hirers |  |
| **Skills** | * Ability to work with limited direct supervision * Ability to use basic Microsoft computer packages including Word, Excel and Outlook |  |
| **General/**  **Personal Qualities** | * Calm and pleasant manner * Confidence * Smart, business-like, professional appearance * Capacity for hard work under pressure * A team player, collaborative worker * Self-motivated * Ability to contribute greatly to the wider life of the School * Resilient * Strives for excellence in every aspect of school life * Determination and perseverance * Enthusiasm * Passionate * Patience |  |

Signed: ……………………………………………… Employee: ………………………………….