**JOB DESCRIPTION for LETTINGS OFFICER**

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| **1. ROLE TITLE** |  |
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| Job Title: | Lettings Officer  |
| Reporting Line: | Business Manager  |
| Hours: | Flexible, the number of hours per week will vary according to bookings but will include evenings and weekends |
| Salary:  | £10.50 per hour (zero hours contract) |
| Closing Date: | Sunday 17th July at midnight |
| Interviews:Start Date: | w/c 18th JulyTBC |

**2. PURPOSE OF ROLE**

The role holder will represent the School during letting periods and will therefore be expected to display a high level of responsibility, reliability, organisational and communication skills. The role will involve mainly weekend work and evening work where necessary. In addition, occasional daytime support during the holiday period may be needed, so a flexible approach to working hours is essential. Please note the role will involve some manual handling.

**3. CORE RESPONSIBILITIES**

**MARKETING & LETTINGS ADMINISTRATION**

To be the primary point of contact for all hirers and prospective hirers, ensuring that bookings are managed efficiently, queries answered promptly, and issues are addressed amicably.

To actively promote and market the school’s lettings through targeted marketing, business development, and viewings.

To regularly review the school lettings policy / terms and conditions of hire / lettings contracts / rate card, and to recommend changes to the Business Manager.

To plan and coordinate a flexible programme of recurring and one-off lets to ensure optimum use of facilities and maximum financial return for the school.

To liaise with prospective hirers and assess requirements and suitability, negotiate fees and terms and conditions for prospective lets, including deposits and breakages.

Ensure that all preparations required prior to hosting external lets are planned and executed in a timely manner and are co-ordinated and communicated to school staff / departments.

To monitor the costs of hosting lettings and ensure these are kept as low as possible while maintaining an effective service to hirers and school users.

To ensure, in tandem with the Health and Safety Coordinators, that all lettings adhere to relevant statutory requirements including health and safety, risk assessments, insurances, safeguarding, confidentiality and data protection legislation.

To ensure appropriate Letting Agreements are in place for all external lettings of School property and facilities

To work with the Finance Officer to ensure that all lettings are invoiced for.

**VENUE ASSISTANCE**

To be responsible for the Health and Safety of the facilities during the lettings period, under the direction of the Business Manager and Premises Officer. This will include following the emergency and normal operating procedures at the school ensuring that customers comply with the above procedures, reporting any H&S or maintenance issues.

To be responsible for advising customers on the correct use of the facilities.

To maintain the security of the School by ensuring access to the facilities is only by authorised hirers.

To open and close the school’s facilities according to prescribed operational procedures, ensuring the security and safety of the premises.

To ensuring that the areas relevant to the lettings are set up prior to the start of the session and cleaned afterwards to the expected standard, reporting any issues or faults with equipment or facilities as required.

To help to organise and manage attendee parking on site during large events.

To assist in the setting up of rooms for lettings and other school related events from time to time.

To provide emergency first aid cover and act as the fire warden on site for our customers.

To carry out duties in a polite, efficient and cheerful manner, building relationships with regular users.

To treat all users with care, consideration and courtesy in accordance with the School’s ethos and values.

To promote a favourable image of Wye School to all building users.

Undertake other duties as part of the School’s Administration and Premises Team and assume other duties which may reasonably be required or delegated by the Headteacher, from time to time. The job description will be reviewed regularly and may be subject to modification or amendment at any time, after consultation with the postholder.

**4. INDICATIVE KNOWLEDGE, SKILLS AND EXPERIENCE**

* Good general education including GCSE (or equivalent) in Maths and English at Grade C or above
* Previous school or facilities management experience highly desirable
* Able to organise time and work to deadlines and have good record keeping skills.
* Knowledge of legislative requirements relevant to role – Health and Safety / Child Protection / GDPR / insurances / licences etc.
* First Aid qualification essential, or willingness to attain one.
* Excellent planning and organisation skills with the ability to juggle multiple demands.
* Excellent written and spoken communication skills.
* Ability to act with discretion and maintain confidentiality at all times.
* Proficiency with O365 and its applications