**DARTFORD GRAMMAR SCHOOL FOR GIRLS**

**JOB DESCRIPTION**

**Job Title:** Lettings Assistant (Bank Staff)

**Reports :** Site Supervisor **Salary:** KR 4, £9.07 per hour

**Job Holder’s Name: Vacancy Date:** September 2019

1. **Purpose of job**

 To supervise community lettings which take place within the swimming pool, sports hall, school halls, classrooms and on the external multi-use games area throughout the year. This will involve occasional evening and/or weekend working.

2. **Duties & Responsibilities**

Specifically, the role will involve being the first point of contact within a busy lettings facility, greeting visitors, setting up equipment where necessary and providing assistance should any issues arise. Alongside this, the role will involve being responsible for the security of the site, maintaining health and safety standards and reporting any issues to caretaking staff.

The post-holder may be required to open the school and lock the school at the end of the letting.

3. **General**

* Allow users entry to the facilities
* Greet visitors and provide a good customer service
* Set up equipment (chairs/tables/etc) as required
* Report any premises issues to the site staff as appropriate
* Secure the site (opening and closing procedures)
* Answer queries from staff, students and the public
* Monitor the cleanliness of all areas which have been used during the letting. All areas should be in a neat and tidy state at the end of the activities and the post-holder should personally do any supplementary cleaning during the course of the activity to ensure that this is the case
* The post-holder will have keys to most of the school and will be entrusted with the security alarm codes. These should be kept confidential at all times
* The post-holder will abide by the Health & Safety at Work Act (1974) and other associated legislation. Therefore, it is the post-holder’s responsibility to take reasonable care for the health, safety and welfare of him/herself and other employees in accordance with legislation

**4. Experience and Training**

* Experience, on a voluntary or paid basis in a similar role is desired but not essential
* Relevant knowledge of First Aid is desirable

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5. **Knowledge and Skills**

* Must have a professional approach
* Will have a flexible approach to work
* Will have strong communication/interpersonal skills
* Will have strong customer service skills
* Can work well as part of a team or as an individual
* Ability to relate well to children and adults
* Positive attitude to work and committed to ensuring visitors are satisfied with the lettings service
* Willingness to successfully complete training relevant to the job

Agreed by: Approved by : …………………………………

 Vacancy Sharon Pritchard, Headteacher

Date: Date ………………………………………….