**Job Title:** Lettings Assistant

**Responsible to:** Lettings Manager

**Salary:** KR4

**Contract:** Part-time,1 year Fixed-term contract, all-year round

**Hours:** Flexible **–** we would like the role to work a minimum of 12 hours per week but we are flexible on when they are so long as they are split over the evenings and could include one day at a weekend. Additional hours may be available for school holiday bookings during the day time

**Overall Responsibility:**

* To assist the Lettings Manager in the management of the lettings in our brand new sports hall in line with the school’s lettings policy
* Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**Duties/Accountabilities**

1. Assist the Lettings Manager with the bookings of the sports hall using the online system.
2. Liaise with external clients, both new and existing.
3. Deal with general email and telephone enquiries and follow up if necessary.
4. Set up facilities ready for lettings including moving equipment and furniture as required.
5. Alert the Lettings Manager and Site Team to any issues arising with the facilities.
6. Undertake ad-hoc projects and duties as required by the Lettings Manager.
7. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the area child protection procedures.

**Skills**

* Excellent written and verbal communication skills.
* Confident user of Microsoft Outlook, Excel and Word.
* Excellent interpersonal skills strong organisation
* High attention to detail and accurate data entry
* Good time management and ability to prioritise duties
* Use your own initiative
* Experience dealing with clients/customers is not essential but could be helpful.
* Experience with the SchoolHire system is not essential but could be helpful.

**Continuing Professional Development**

* In conjunction with the Lettings Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the School.
* Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
* Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.