**Job Title:** Lettings Assistant

**Responsible to:** Lettings Manager

**Salary:** KR4 (FTE £18,517 per annum)

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

**Hours:** The number of hours a week will vary and will be on an as and when basis, however it is envisaged to be circa 5-10 hours a week, primarily evenings and some weekends.

**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
* To ensure the 3G pitch premises and immediate surroundings are maintained and developed to provide continuous, safe provision for use by the School and the community.
* 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. Ensure that all equipment and plant are safe.
7. Carry out daily, visual inspections of the pitch area, and keep the area to a high level of cleanliness.
8. Undertake ad-hoc projects and duties as required by the Lettings Manager.
9. 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.

**Person Specification**

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

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|  | **CRITERIA** |
| **QUALIFICATIONS** | * Good standard of general education including Numeracy, Literacy and ICT skills. ICT qualifications, e.g. word processing, desktop publishing. |
| **EXPERIENCE** | * Use of ICT applications including word processing, spreadsheets, email, desktop publishing etc |
| **SKILLS AND ABILITIES** | * Word processing and ICT skills – able to use a range of software packages. * A sound understanding of reprographics technology * Good time management skills – be able to prioritise work. * Literate – excellent standard of grammar, punctuation and spelling. * Numerate – able to receive and record cash. * Excellent interpersonal skills – able to deal with a variety of people. * Good communication skills – both verbally and written. * Self-motivated and flexible – to meet peaks and flows of workloads |
| **KNOWLEDGE** | * Understanding of the importance of confidentiality and an appreciation of the implications of the Data Protection Act. * Understanding of the context in which schools operate. * An understanding of Health and Safety issues relevant to the post. |
| **ADDITIONAL** | * Be of smart appearance. * Willingness to undertake training |