 **NORTHFLEET SCHOOL FOR GIRLS**

**JOB DESCRIPTION**

**Post:** Site and Lettings Supervisor Weekends

**Reporting to:** Facilities Manager

**Post Level & Grade:** Kent Range 4

**Hours:** 15 hours per week/ 52 weeks per year

**Purpose:**

Under the direction and guidance of the Facilities Manager the post holder will be responsible for ensuring the following;

* Ensuring the site security and opening/closing of buildings for weekend lettings and school events.
* Ensuring appropriate set up for lettings and school events
* Acting as a point of contact for lettings, ensuring they experience high quality support as required.

This role will involve ensuring the facilities always adhere to our high expectations agenda and provide a productive working environment for staff, students and wider stakeholders.

**Main (Core) Duties:**

**Site logistics and security**

* Maintaining the security of the premises by opening and closing buildings (during the agreed hours), repairing doors, latches, fencing and other items as required.
* Proactively identifying site issues where they might represent security or safeguarding concerns and reporting or addressing as required.
* Ensuring that external lettings are able to access their facilities and booked items (hospitality, equipment, IT resources) and addressing any issues that may occur. This may include meet and greet for new lettings.
* Monitoring use of the school building by external lettings to ensure they adhere to the agreed protocols, including security and safeguarding, reporting as appropriate.

**Lettings set up and contact**

* Setting up rooms and wider facilities (Hospitality and equipment) as required and per the agreed schedule
* Checking with lettings that all facilities are as required and responding as appropriate.
* Liaising with the Facilities Manager on any requirements for lettings and support needed
* Ensuring buildings are returned to school set up needs as requested
* Taking a proactive approach to ensuring a high quality lettings experience, including checking for litter, damaged equipment or cleaning issues, addressing as appropriate.
* Acting as a key point of contact during lettings where any issues may arise.

**Other Duties**

* Acting as a positive role model for students and wider stakeholders, supporting positive relationships between staff and students.
* Demonstrating good practice with regard to attendance, appearance, punctuality, and behaviours in dealings with staff, students, contractors, visitors and all who use the school site.
* Pay full regard to safety, hygiene and appropriate safeguards.
* Complying with Health & Safety, Fire Regulations and other school and KCC policies
* Being aware of the responsibilities for safeguarding students in their learning environment.
* Taking responsibility for own training and understanding in areas such as Working at Heights, Moving and Handling, and other relevant areas to ensure that Health & Safety procedures are met to avoid risk or harm to self or others.
* Supporting in the undertaking of site development work during working hours as requested.
* To undertake any duties that the Headteacher may reasonably request.

**Note:**

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**Knowledge, Skills & Personal Qualities:**

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| **Essential**  | **Desirable**  |
| A proactive approach to ensuring high quality lettings experience for all | A good level of practical DIY skills |
| Attention to detail on site security and safety for all | Experience in site supervising and/or hospitality areas  |
| A willingness to work on your own and address issues as required.  |  |
| Good interpersonal skills, including managing external customers effectively |  |

**ORGANISATION:**

 Head Teacher

Facilities Manager

 Facilities Co-Ordinator

 Site and lettings supervisor

Agreed by:

Postholder: Date:

Print Name: \_\_\_\_\_\_

Headteacher: Date: