



Position: Casual Lettings Assistant

Salary/Hours: Casual basis – Zero Hour Contract

Weekend enhancement Time + 0.25

Single status 4 points 9 -10 (£12.68 to 12.88 p/h) FTE Salary £24404 - £24790

Closing Date: 9am 15 May 2025
Early applications are encouraged

Interview Date: WB 19 May 2025
The Academy reserves the right to close the process early for a successful early candidate



Dear Candidate

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy is part of the Attwood Academies Trust. We are a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with approximately 1500 students currently on roll. Bexhill is seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race!

Working at Bexhill Academy, whether as support staff, an ECT, an experienced teacher or a leader, there is an opportunity for you to work with some passionate, hardworking and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenges to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees including a comprehensive Employee Assistance Programme (EAP) and a Healthcare Scheme.

We are partnered with Mulberry Multi Academy Trust in London which has excellent CPD opportunities so we encourage and support progression. There is so much on offer for you at Bexhill Academy.

If you are passionate about your career and what you can offer to Bexhill Academy, we would love to hear from you.

We look forward to meeting you,



Dr Craig Neal

Headteacher

Job Advert

Are you friendly, helpful, and happy to roll up your sleeves when needed? We're looking for a Casual Lettings Assistant to support our external lettings at Bexhill Academy.

This is a fantastic opportunity to join our growing lettings team on a flexible, casual basis. You'll be part of a vital service that helps welcome our community into the academy while ensuring our facilities are maintained to a high standard.

Pre-Application enquiries are encouraged. Please contact recruitment@bexhillacademy.org for more information.

Please see our website www.bexhillacademy.org under 'about us' and then 'recruitment' for more details and to access our application form.

Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy application forms should be sent to recruitment@bexhillacademy.org

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

Job Description

Principal Accountabilities:

The Lettings Assistant will be responsible for supporting the smooth, safe, and professional running of all external lettings at Bexhill Academy. This includes acting as the first point of contact for hirers, providing excellent customer service, preparing and maintaining facilities to a high standard, and ensuring the site is secure before and after use. The role involves supervising bookings, responding to queries or issues on site, and promoting a safe and welcoming environment for all visitors. Working closely with the Lettings Officer and site team, the Lettings Assistant will help ensure all lettings run efficiently, uphold safeguarding and health and safety procedures, and represent the values and reputation of Bexhill Academy at all times.

The post holder will be expected to work on weekends at the agreed enhanced rate.

Security

- To be a key holder, ensuring all school premises and associated premises are secure, including the safe locking and unlocking of premises as required
- Monitor fire safety equipment and assist and play an active role in fire drills
- Operate and respond to alarm systems where appropriate
- Liaise with police, security and surveillance contractors as appropriate

Key Responsibilities

- Customer Service & Site Supervision
- Be a welcoming and helpful presence for all hirers and visitors
- Provide on-site supervision for the duration of all bookings
- Respond to queries or issues during hires in a calm and professional manner
- Liaise with the Lettings Officer to ensure a smooth customer experience
- Desire to explore technical provisions for theatre and lettings (Training to be provided)

Site Preparation & Maintenance

- Open and close the site securely as a key holder
- Set up and pack down furniture and equipment as per booking requirements
- Ensure spaces are clean, safe and presentable before and after each hire
- Carry out basic cleaning duties such as sweeping, wiping down surfaces, and emptying bins

Health & Safety

- Carry out routine checks to ensure facilities are safe and secure
- Follow fire safety and emergency procedures, reporting any incidents or concerns
- Report maintenance issues or hazards promptly to the Facilities Manager

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to an Enhanced DBS check.

Person Specification

Criteria	Essential	Desirable
Experience	<p>Working in a customer-facing role</p> <p>Ability to work independently</p>	<p>Previous experience in facilities or site work</p> <p>Experience in school or community lettings</p>
Skills & Abilities	<p>Friendly, approachable, and professional</p> <p>Good communication and time management skills</p> <p>Comfortable with manual tasks</p> <p>First Aid and Fire Warden training</p>	<p>Basic maintenance/cleaning knowledge</p>
Personal Qualities	<p>Flexible availability (evenings/weekends)</p> <p>Reliable, punctual and well-presented</p> <p>To have a willingness to learn and develop new skills.</p> <p>To have the ability to work with initiative.</p> <p>To have the ability to work as an individual and as part of a team.</p>	<p>Commitment to safeguarding</p>

	To be focused, aspirational, independent and resilient.	
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Our School

Creating the Best Opportunities for All

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

Wellbeing

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.