

The people behind the magic.



JOIN OUR TEAM

Deputy Lettings Manager



Salary: Band C (NJC 4-6) **Actual Salary:** £18,633 - £19,228.

Contract: Permanent, All Year Round.

Hours: 26.5 hours per week – annualised hours over evenings and weekends to fit in with the school and lettings opening times as below:

Mon/Tue/Wed 4.30pm -9.30pm

Fri 4.30pm - 8.30pm

Variable hours on a Sunday:

- Autumn & Spring Term: Sunday 8.30am – 4.30pm (with a 30-minute lunch break)
- Summer Term: Sunday 8.30am – 1.30pm

To be worked in line with the operational needs of the school and lettings provision.

Closing Date: Tuesday 22nd September 2026 at 9am.

Start Date: Monday 5th October 2026 / as soon as your notice period allows.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



THE SCHOOL

A SCHOOL TRANSFORMED



Ofsted called us "a school transformed" and honestly, that sums it up better than we could. Brooksbank has been part of Elland for generations. We're the second largest comprehensive in Calderdale, with around 1,500 students and our own sixth form. We're proud of where we've got to, but we're more excited about where we're going.

In 2022 we joined Together Learning Trust, and that's opened up new opportunities, for our students and for our staff. We're a school on the move, and we want people around us who want to be part of that.

The community spirit here is hard to miss. Students, families and staff genuinely care about this place, and that shows up every day, in classrooms, on the sports field, in performances and in the relationships that make a school feel like more than just a building.

Whether you're a teacher or support staff, if you're looking for somewhere with real community spirit, a team that has your back, and a school with genuine momentum, we'd love to hear from you.

#spiritofbbs



This is a school transformed. Pupils feel safe and are proud to be part of this vibrant school. They are welcoming to all, positive and speak confidently about their learning. Older pupils say how much their school experience has improved.

- OFSTED REPORT 2025

EXPLORE MORE



www.thebrooksbankschool.co.uk



thebrooksbankschool



@thebrooksbank



When schools collaborate, incredible things happen.

Together Learning Trust is a group of schools that genuinely like working together.

That might sound like a small thing. It isn't. Nobody in our schools is working in isolation, trying to solve problems that someone two miles away has already solved. Expertise shared across nine schools belongs to all of them.

Primary schools, secondary schools, sixth forms and a special school that's around 5,800 young people across Calderdale and Kirklees. Rooted in West Yorkshire. Built around a belief that when schools work like this, something remarkable happens for children.

That belief comes from a clear set of values: integrity, excellence, and joy. Not about how children should live, but about how our Trust leads, how decisions get made, how people hold themselves to account and what it means to do this work well.

Each of our schools has its own identity, shaped by its community and its children. Being part of our Trust does not change that. It adds to it.

DAVID LORD, CHIEF EXECUTIVE OFFICER

Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."



- DAMIAN BALL
Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

THE JOB

Deputy Lettings Manager

We're looking for a proactive and customer-focused **Deputy Lettings Manager** to support the delivery and development of our successful school lettings programme. This is an exciting opportunity to help maximise the use of our excellent facilities, including our state-of-the-art 3G pitch, build positive relationships with community users and support income generation that benefits our school.

Working closely with the Estates & Facilities Manager and Lettings Manager, you will support the day-to-day operation of the lettings service, coordinate bookings and events, supervise lettings staff and help ensure our facilities remain safe, welcoming and ready for use. You will play a key role in delivering excellent customer service and supporting initiatives that increase community use of the school's facilities.

What the role involves in a nutshell:

- Supporting the management of lettings bookings and providing a professional, customer-focused service.
- Assist with the promotion of the school's facilities to increase lettings, community engagement and income.
- Supervising the day-to-day activities of casual lettings staff and supporting operational delivery.
- Coordinating the preparation of facilities and supporting the smooth delivery of evening, weekend and school events.
- Assisting with health and safety, security and compliance arrangements across all lettings activities.
- Maintaining accurate booking, customer and financial records.
- Acting as a keyholder and supporting opening and closing procedures.
- Deputising for the Lettings Manager when required.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Free Parking.
- Cycle to Work scheme.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

ROLE PROFILE | Deputy Lettings Manager

Accountable to:	Lettings Manager
Accountable for:	Casual Lettings Staff
Job Family:	Specialist Support (Non-teaching)
Salary:	Band C (NJC points 4-6)
Hours:	26.5 hours per week, all year round, annualised hours across evenings and weekends

CORE PURPOSE

The Deputy Lettings Manager supports the effective operation and growth of the school's lettings service, helping to maximise community use of facilities while ensuring a safe, secure and welcoming environment for all users. Working closely with the Lettings Manager and Estates & Facilities Manager, the postholder supports the delivery of a high-quality, customer-focused and financially sustainable service through the coordination of lettings activities, events, facilities and staff. You will act as a key point of contact for customers and community users, supports the promotion of the school's facilities and deputises for the Lettings Manager as required to ensure continuity of service and high operational standards.

The postholder is committed to delivering high-quality performance every day to ensure students and schools thrive. They act as an ambassador for the Trust, modelling its values and expected behaviours, and maintain credibility through the consistent application of professional expertise, sound judgement and the standards required of the role.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

Lettings Administration & Customer Service

- ✓ Support the management of lettings bookings and facility hire arrangements, maintaining accurate records and ensuring the effective use of school facilities.
- ✓ Act as a key point of contact for customers and community users, responding to enquiries, coordinating booking changes and providing a professional, customer-focused service.

Operational Delivery

- ✓ Coordinate the preparation, presentation and changeover of facilities for lettings, school functions and community events, ensuring they are ready for use and meet customer requirements.
- ✓ Under instruction from the Lettings Manager, to assist with Premises Team duties, as required; including duties relating to snow clearing.
- ✓ Support the delivery of out-of-hours activities, undertaking opening and closing procedures and responding to operational issues as they arise.

Health, Safety & Security

- ✓ Support compliance with health and safety legislation, Trust policies and risk assessments, maintaining appropriate records and completing routine inspections.
- ✓ Undertake keyholder responsibilities, assist with site security arrangements and ensure safeguarding, safety and security concerns are reported appropriately.

Team Supervision

- ✓ Provide day-to-day supervision and guidance to lettings staff, supporting their development and promoting high standards of customer service and operational delivery.
- ✓ Assist with staff deployment to ensure appropriate staffing levels are maintained and activities operate effectively.

Financial & Administrative Support

- ✓ Maintain accurate booking, customer and financial records, assisting with the collection, reconciliation and recording of lettings income.
- ✓ Support the production of routine reports and promotional activities to help maximise facility usage and income generation.

Facilities & Asset Management

- ✓ Monitor the condition of facilities and equipment used within the lettings programme, reporting defects and maintenance requirements promptly.
- ✓ Undertake minor practical duties within the scope of the role and support the provision of safe, secure and well-maintained facilities.

Compliance & Safeguarding

- ✓ Maintain operational records in accordance with Trust procedures, GDPR requirements and other relevant regulations.
- ✓ Safeguard and promote the welfare of children and young people by following Trust safeguarding procedures and reporting concerns promptly.

Continuous Improvement

- ✓ Monitor customer feedback and identify opportunities to improve service delivery, operational efficiency and customer experience.
- ✓ Support initiatives that increase community engagement, facility utilisation and the overall success of the lettings programme.

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

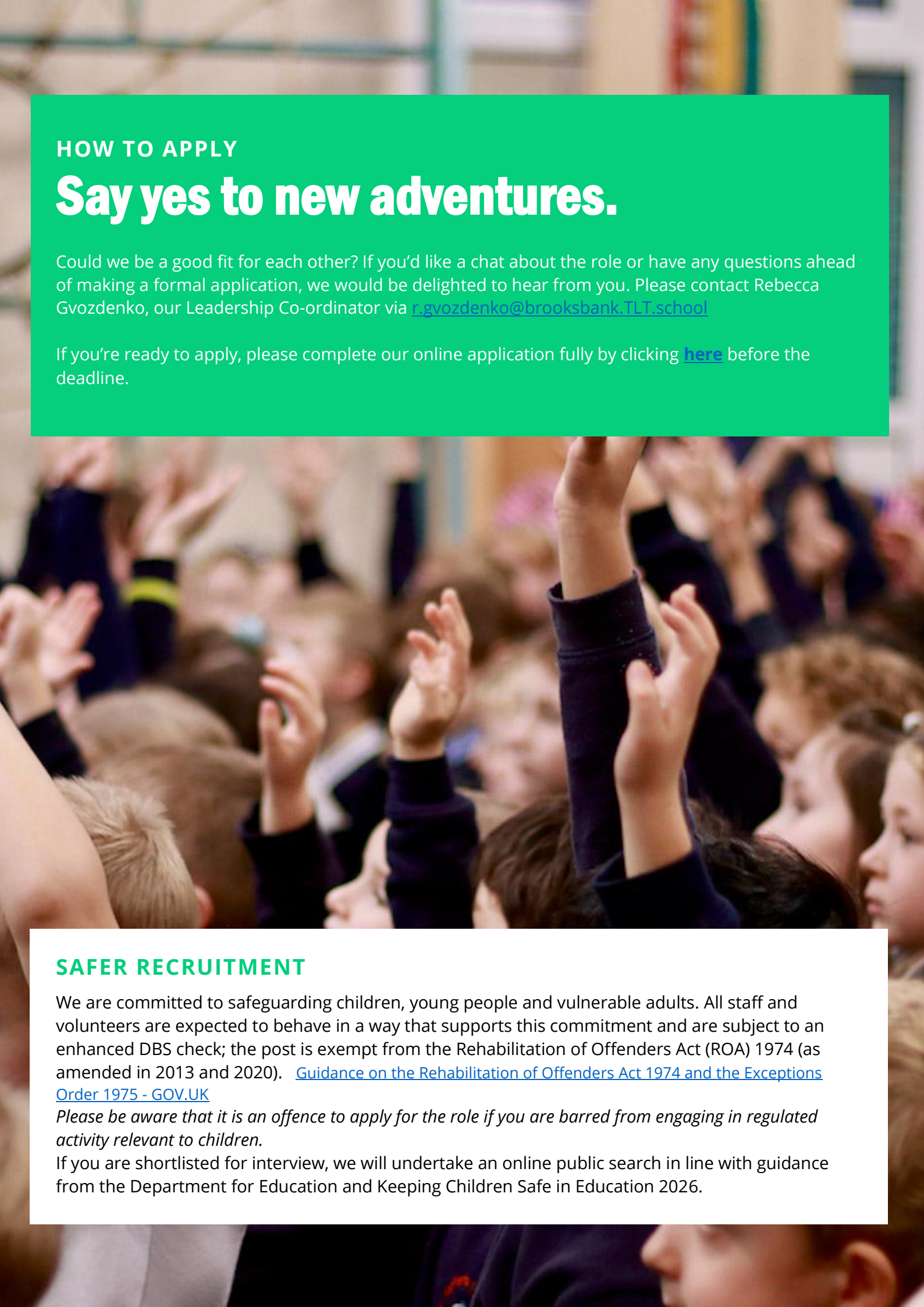
Experience and Qualifications Required	Essential	Desired
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths.	✓	
Level 2 Fitness Instructor qualification or willingness to achieve		✓
Experience working within a lettings, leisure, hospitality, facilities or customer service environment, including coordinating bookings, events or activities.		✓

Experience supporting the operation of facilities, premises, events or site security arrangements.		✓
Experience maintaining booking systems, financial records or operational reports.		✓
Experience supervising staff, volunteers or teams on a day-to-day basis.		✓
Experience acting as a keyholder or undertaking opening and closing procedures.		✓
First Aid at Work Certificate.		✓

Technical Skills Required

Maintenance skills within the reasonable capacity of a normal handyperson with the ability to undertake routine repairs / make safe in an emergency	✓	
Effective communication skills, adapting style and approach to ensure appropriate, positive relationships are built and maintained.	✓	
Proficiency in Microsoft Office and ability to maintain accurate records.	✓	
Able to manage competing priorities effectively.	✓	



A background image showing a large group of children in a classroom, many with their hands raised, suggesting an active learning environment.

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we would be delighted to hear from you. Please contact Rebecca Gvozdenko, our Leadership Co-ordinator via r.gvozdenko@brooksbank.TLT.school

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check; the post is exempt from the Rehabilitation of Offenders Act (ROA) 1974 (as amended in 2013 and 2020). [Guidance on the Rehabilitation of Offenders Act 1974 and the Exceptions Order 1975 - GOV.UK](#)

Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2026.