



**MOWBRAY**  
Education Trust



John Ferneley College

# Estates and Hire Facilities Officer

## Job Description and Person Specification

September 2021

Responsible to:  
Review Date:

Lead Estates Manager and Strategy Implementation Manager  
September 2024

## Purpose of the role:

Under the direction of the Strategy Implementation Manager, carry out lettings (out of school hours), ensuring they are appropriately serviced in accordance with the school's hire term and conditions. To undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.

This role is also required to support the premises team where necessary with the ability to respond flexibly to changing priorities across the site.

A current sporting / facilities management qualification and a First Aid certificate is desirable but not essential, as training will be provided. Most importantly, you will have great people skills and have an interest in sporting activities.

The nature of the work will involve the jobholder carrying out work outside of normal working hours.

## Responsibilities:

- Managing all community sports facilities and school lettings. These include 3G pitch (expected early 2022), Football pitches, MUGA, Sports hall, activity studio, classrooms, auditorium and any other space within the school available. Be familiar with such facilities.
- Act as the first point of call for all lettings enquiries; before, and after the letting takes place.
- To manage and be the first point of call for the Lettings online booking system (School Hire), liaising closely with the Lead Estates Manager and Strategy Implementation Manager in relation to Lettings enquiries.
- Driving sustainable community links and using creativity and innovation to maximise the school's income.
- Work collaboratively with local sports providers, organisations and community groups, including colleges, universities and local partners to create new business.
- To work with the Strategy Implementation Manager to promote John Ferneley College facilities for hire, including production of appropriate online and offline literature e.g. *lettings brochure, kids party packages, school newsletter features, website content and social media management*.
- To contribute to ensuring the physical environment is cleaned, developed and maintained to the highest standards with focus on the sporting facilities.
- On occasions, under the direction of the Lead Estates Officer, be required to cover for members of the Site Team in their absence (additional hours available).
- To provide a high standard of cleanliness throughout the sport facilities, buildings and grounds, following cleaning schedules as directed.

- In conjunction with the Estates team, to ensure appropriate footwear is worn by lettings on the 3G pitch and the pitch maintenance schedule is maintained all year round - full training to be provided.
- First Aid cover - dealing with first aid incidents and injuries that may occur with lettings and follow up with necessary reporting procedures.
- To evaluate and manage staffing needs, including the production of the weekly staffing rota.
- To meet regularly with the Lead Estates Manager and Strategy Implementation Manager on the development and up-keep of the schools hire facilities offer.
- To liaise with relevant hirers regarding availability of facilities and requirements for the Letting.
- To manage the lettings enquiries inbox, ensuring timely responses and pro-actively seeking new business with all stakeholders, including local partners and organisations.
- To plan and oversee logistical arrangements for all lettings in conjunction with the school calendar/events, keeping John Ferneley staff regularly informed of lettings during term time and the school holidays, as necessary.
- To ensure that the school's facilities and assets are used properly ensuring the normal operating procedures are adhered to, including all health and safety controls. Where defective areas of the site or equipment have been reported or observed these are made safe and reported to the Lead Estates Manager as soon as reasonably practicable.
- To ensure all Health and Safety requirements are explained on check-in, including fire procedures, and sharing of other appropriate risk assessments etc.
- To liaise with the Chief Finance Officer on invoices / payments for all lettings.
- To prepare and review lettings agreements/venue hire terms and conditions with support from the Strategy Implementation Manager.
- To ensure lettings have any necessary insurance, such as public liability insurance.
- To ensure all floodlights, internal lights are switched off and that all doors, gates within the school are secure and Alarm security systems for both premises at shift end, to ensure alarm has set and lock gates on exit.
- Provide written summary reports regarding the use of the facilities monthly/termly.

## Person Specification

Education & Qualifications	Essential	Desirable
GCSE English and Maths (Grade C or above / 4 or above / or equivalent)	✓	
Sports Qualification/ Sports/Events Management		✓
First Aid at Work Qualification (if not, training will be provided)		✓
Higher education qualification (level 4) or equivalent		✓
Experience & knowledge		
Recent and relevant work experience within an educational / sports facility setting	✓	
Experience of working in a similar role/experience of assisting with events planning and management		✓
Experience of health and safety / facility management	✓	
Knowledge and understanding of relevant policies and procedures - Safeguarding, Child Protection, Health and Safety, GDPR	✓	
Skills		
Excellent communication and presentation skills, both written and verbal	✓	
Able to produce clear and concise communications	✓	
Ability to work under pressure	✓	
Ability to undertake all the physical aspects of the post (moving equipment for different lettings).	✓	
Flexibility to adjust to change and development	✓	
High level of accuracy and attention to detail	✓	
Ability to manage own workload effectively and respond swiftly to tight deadlines.	✓	
Excellent interpersonal skills, with the ability to enthuse and motivate others and develop effective partnerships.	✓	
Trustworthy, honest and discrete, able to maintain confidentiality	✓	
A flexible approach to working hours and willingness to work evenings and weekends	✓	
Substantial level of IT skills including Outlook and Office	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	

Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks, including an Enhanced DBS with Barred List check and 6 month probationary period.