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| **Role** | **Grade** | **Reports to** |
| Leisure Letting Assistant  (Role will require working evenings and weekends and flexibility with shift work) | Grade 3 | Community Use Manager |

**Main purpose of the job:**

* To be responsible for the safe operation of the school premises for the delivery of Community Use activities.
* To provide maintenance and supervision services on school sites and premises under the guidance of appropriate senior staff.
* To be a responsible Key Holder and ensure security of the premises, grounds and its contents including monitoring CCTV or surveillance equipment where appropriate
* To maintain the cleanliness and physical appearance/environment of the designated site – inside and out, including maintenance of specialist facilities and equipment following appropriate training, where applicable
* To act as a first aider for the school.

**Key relationships:**

All members of school and trust staff, students, governors, trustees, parents, community stakeholders, contractors and external suppliers.

**Please note that whilst this job description gives an indication of the key responsibilities, it is not intended to provide an exhaustive list.**

**Main accountabilities:**

* To ensure that the site and premises are effectively prepared for Community Use Activities and that such activities are undertaken safely, in accordance with school letting processes.
* To liaise with the full range of Community Users, responding to their needs during their use of the school’s facilities.
* To set up furniture and equipment for community events, sports and lettings activities and to support in the preparation of school events including assemblies, examinations, parents’ meetings, and open evenings, when required.
* To use all equipment in a safe manner, assist in safety audits of the premises and contribute to relevant risk assessment activity, particularly related to Sports Facilities, Sports Equipment and other areas used by Community Users.
* To be responsible for finalising the ‘lockdown’ of the school and securing the school premises at the end of Community Use sessions.
* To carry out general maintenance and repairs in the school, in accordance with the expectation of senior staff, reporting any safety hazards/unsafe practices in and around the building. This includes undertaking repairs and maintenance to fixtures and fittings and carrying our decoration.
* To maintain high standards of health and safety at all times.
* To carry out regular grounds maintenance and cleaning duties, including collecting litter, emptying external waste bins, and ensuring safe access is maintained on the site in periods of severe weather conditions.
* To respond and resolve premises emergencies and arrange callouts with contractors, when necessary.
* Undertake emergency and other cleaning duties which may occur during Community Use Activities e.g. cleaning up hazardous substances, broken glass etc.
* To carry out in-house testing/checks and ensure they are logged and recorded in-line with Trust processes. This includes fire bells tests and the checking of fire extinguishers, emergency lighting and fire doors.
* To undertake portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the site.
* To monitor stock levels and equipment and place orders with external suppliers as appropriate.
* To maintain records, information and data, in line with school and Trust systems producing analysis and reports as required.
* To support the implementation of the plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards.
* To ensure contractors are escorted to their place of work. Monitor the method and risk of their working procedures and ensure they have submitted the relevant risk assessments and compliance paperwork in advance of their visit. Advise the Site Manager of any instance of non-compliance.
* Where appropriate, to organise and administer the use and maintenance of all school vehicles and to carry out driving duties when required by the Head Teacher.

**All employees in the Trust are expected to:**

* Support the vision, values and objectives of the Trust and demonstrate a collaborative, team working approach to school and Trust improvement https://prospere.org.uk/about-us/vision-values
* Take appropriate responsibility and action for safeguarding, be aware of confidential issues and maintain as appropriate
* Be aware of and comply with policies and procedures relating to child protection reporting all concerns to an appropriate person
* Promote and act in accordance with the Code of Conduct and all school / Trust policies including the Health and Safety Policy, Equality Policy and Data Protection Policy
* Effectively represent the Trust when liaising with contractors and outside agencies/organisations
* Demonstrate tact and diplomacy in all interpersonal relationships with the public, pupils, parents and colleagues
* Take responsibility for personal professional growth and development, keeping up-to-date with national research, engaging proactively with nationally recognised career frameworks and professional organisations
* Attend Trust and school events as required and make a positive contribution during such events
* Attend regular meetings before and after Trust hours, including morning briefings
* Carry out duties other than those listed in the job description under the direction of the headteacher where the post holder has appropriate qualifications and has received appropriate training

The Trust 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.

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| **Person Specification** | **Essential / Desirable** | **Assessment stage** |
| **Qualifications** | | |
| Numeracy and literacy skills with an ability to keep accurate records | Essential | Application |
| Current, valid Driving Licence | Desirable | Application, Interview |
| **Knowledge and Experience** | | |
| Practical skills with an ability to carry out caretaking duties including cleaning, manual handling, security patrols, repair work and preventative maintenance | Essential | Application, Interview |
| Knowledge of a range of Sports and Leisure activities with experience of working with a range of Community Organisations | Desirable | Application, Interview |
| Knowledge of Health & Safety and hygiene procedures and precautions | Desirable | Application, Interview |
| Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate | Essential | interview |
| Knowledge of moving and handling procedures and an ability to carry out tasks regarding Health and Safety procedures | Desirable | Interview |
| Willingness to develop knowledge of use of ICT and other specialist equipment/resources | Desirable | Interview |
| Ability to relate well to children and adults within a school environment | Essential | Application, Interview |
| Supervisory skills and the ability to manage external relationships with stakeholders | Desirable | Interview |
| An ability to undertake all the physical aspects of the job and to use relevant equipment | Essential | Application, Interview |
| Command of spoken English sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience | Essential | Application |
| **Behaviours and Values** | | |
| Demonstrates a collaborative, team working approach focused on improvement and supporting the vision, values, and objectives of the organisation | Essential | Application, Interview |
| Demonstrate a commitment to appropriate professional standards, including core policies relating to equality and diversity and child protection | Essential | Application, Interview |
| Demonstrate a commitment to maintaining and developing professional knowledge and skills | Essential | Application, Interview |
| Tact and diplomacy in interpersonal relationships with all stakeholders | Essential | Application, Interview |
| To be flexible and able to adapt and prioritise appropriately | Essential | Application, Interview |
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**Review and Amendment:**

This job description is normally reviewed annually as part of the appraisal cycle. If significant changes are required, it may be amended following an individual consultation process.

All staff are expected to carry out their duties with due regard to current and future Trust policies, procedures, and relevant legislation. These will be drawn to your attention during the recruitment process, induction, staff handbook, ongoing performance development and through Trust communication.