Job Description: Lettings and Estate Support Officer

Work Directed By: Estates Manager and Chief Financial Officer

Performance Reviewer/Team Leader: Estates Manager

Purpose of the Post: To manage the lettings of the school buildings and grounds and provide support to the Estates team

Pay Range: Scale 6

Time Allocation: 15 hours per week

Main Duties and Responsibilities:

Lettings:

* To administer school lettings using a web based platform (currently SchoolHire)
* To respond to queries from existing and potential hirers
* To promote the school facilities to maximise the school’s lettings potential
* To liaise and communicate with hirers
* To liaise with the Estates Manager and cleaning team to ensure facilities are suitably prepared for hirers
* To work with the Finance team to ensure the correct charges are applied and all income due is collected
* To ensure hirers are fully aware of Davenant’s expectations on Health and Safety and Safeguarding Children and Vulnerable Adults

Support to Estate’s Team:

* To manage a log of school staff able to drive the school minibuses, ensuring all legal requirements are met
* To ensure a log of all minibus trips is maintained and to oversee the minibus diary, liaising with minibus users (in particular, P.E. staff)
* To ensure that all minibuses are compliant with government regulations
* To ensure all relevant vetting, safeguarding and compliance checks are in place and recorded for contractors on site
* To manage the site diary for the Estates Team
* To assist in the administration of the school fob and I.D. system
* To assist in the research of potential suppliers, obtain quotes and raise purchase orders
* To maintain a schedule of statutory and non-statutory maintenance checks