

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE: Lettings Assistant

DEPARTMENT: Ellowes Hall Sports College

SALARY RANGE: Grade 4

REPORTING TO: Facilities & Operations Manager/Lettings Officer

RESPONSIBLE FOR: n/a

LIAISING WITH: Lettings/Leisure Centre Officer/Facilities & Operations Manager

Main purpose:	To facilitate school lettings for community/club use outside of normal school hours this includes working evening and weekends.
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MAIN DUTIES:

General Duties	<ul style="list-style-type: none"> • Ensuring that activities follow the Trust's Lettings Policy and booking procedures. • Ensuring that the school premises are kept orderly, safe and in good repair, reporting any Health and Safety issues. • Ensure that school site security is maintained during the lettings and that premises are locked up and alarmed when lettings have finished. • Undertake basic premises and maintenance tasks. • To maintain high levels of customer care for all hirers/users including acting as a point of contact for any queries • To oversee lettings during the evenings and weekends, ensuring that facilities are adequately set up and that the condition of the school's premises are assessed before and after use. • Ensure the correct booking of lettings, the completion of relevant paperwork
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and ensuring all bookings and payments are recorded accurately on school Tucasi Booking Pro System, and to take onsite payments where necessary

- To open the premises and prepare for use. To supervise the vacation of the premises at the end of the hire period. Ensuring all lights are switched off, all doors and windows are locked and alarms are set. Ensure external gates are locked when leaving school site.
- To monitor and ensure Health and Safety compliance in line with Trust's Health & Safety Policy. To be aware of and communicate to user's fire and evacuation procedures.
- To maintain Swimming pool water treatment and pool cleaning procedures to contract specification, if working at a School with a swimming pool facility.
- To report any accidents to the Lettings Officer and ensure that any accidents are reported following school's accident reporting procedures.
- To proactively deal with any issues, so that the lettings process runs smoothly and that safety and security are maintained at all times.
- To undertake minor maintenance tasks in and around the school, ensuring that work is carried out safely and to a high standard, such as litter picking, cleaning up spillages, clearing paths of snow etc. Ensure that litterbins are emptied when necessary.
- Regularly checking the proper operation and function of alarms, fire equipment and ensuring emergency exits are not obstructed.
- To complete signing in and out reports for lettings, reporting any discrepancies in times or the condition of the premises to the Lettings Officer.
- To set up the hall for events or activities as required, including the sound system in line with Manual Handling guidance's and Safe Systems of works.
- To set up tennis courts, sports hall, sports fields as required by hirers/users.
- To ensure the facilities are ready for school use the following day. Storing away any equipment used by hirers.
- Take suitable measures as deemed necessary to ensure the protection of the school and its occupants.
- Report any trespass on the school premises and grounds, and ensuring unauthorised parking of vehicles does not occur.
- Reporting acts of vandalism to Lettings Officer/Facilities & Operations Manager and/or Police as necessary.
- To maintain a presence around the school site to ensure that the highest standards of behaviour and site usage are upheld.
- Ensure that all keys for the school are kept secure at all times.
- At all times work in accordance with the 'Normal Operating Procedures' & Emergency Operating Procedure (EOP & NOP)
- To operate in accordance with all the School's Policies and any procedures relevant to the job role.
- When Lone Working comply with Trust's Lone Working Policy.
- The post holder may be expected to assist cover holiday/sickness absences of other members of the team where available.
- Any reasonable task as directed by the Headteacher/Facilities & Operations Manager which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.

Staffing and Resources	Promote teamwork and effective working practices
Other professional requirements:	<ul style="list-style-type: none"> • Understanding and respectful for confidentiality in relation to all issues connected with this role • To be reliable, punctual and have excellent attendance • To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused • Able to work constructively as part of a team, understanding the Trust’s rules and responsibilities • To be open and honest, to follow instructions and to take responsibility and accountability for own actions. • Demonstrate a ‘can do’ attitude and is adaptable to change with a positive, decisive and enthusiastic attitude. • To keep calm and retain ‘cheerfulness’ under pressure • Build personal relationships with stakeholders, through regular contact and consultation. Develops and nurtures networks within and outside of the Trust.
Other Specific Duties	
<ul style="list-style-type: none"> • Play a full part in the life of the Trust community, to support its ethos, vision, mission and values • Be courteous to colleagues and be welcoming to visitors • Comply with the Trust’s Health and Safety Policy and undertake risk assessments as appropriate <p>Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary</p>	
Support for the Trust	
<ul style="list-style-type: none"> • To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust • Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection • Comply with the Trust’s dress code • Attend and participate in meetings as required • Participate in training, other learning activities and appraisal as required • Recognise own strengths and areas of expertise and use those to advise and support others • It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people. 	
Safeguarding Requirements	
<p>In line with Keeping Children Safe in Education 2024, as a part of our recruitment process, we will carry out an online search on shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern. If we discover anything during our searches this will be passed onto the recruitment manager and discussed during interview.</p> <p>We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be</p>	

undertake can be found at: Keeping Children Safe in Education, 2024 – [KCSIE 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>

As a Trust we are committed to ensuring that throughout our recruitment and selection process, no applicant will be disadvantaged or discriminated against because of the protected characteristics under the Equality Act 2010

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of education (GCSE or equivalent) 	
Experience	<ul style="list-style-type: none"> • To have worked in a Sports/Leisure/Recreation or similar customer service role. 	<ul style="list-style-type: none"> • An understanding of sports, leisure/recreation and the associated user groups.
Skills and knowledge	<ul style="list-style-type: none"> • To demonstrate the importance of standards of Health & Safety and cleanliness within and the grounds of the letting facilities and school site. • Use of computer and manual systems of administration work 	<ul style="list-style-type: none"> • Understanding of Safeguarding (training will be given)
Personal qualities	<ul style="list-style-type: none"> • To have a polite, friendly, professional, respectful and flexible approach to work and to be customer focused • Demonstrate good communication skills and the ability to work as part of a team. 	
Flexibility	<ul style="list-style-type: none"> • Be flexible regarding working hours and demonstrate punctuality, excellent attendance and reliability. 	

This job description/person specification may be amended at any time in consultation with the postholder.

Job Title:	Lettings Assistant		
Chief Executive Officer's signature:	E Vitalis	Date:	
Postholder's signature:		Date:	