

Lettings Assistant (Keyholder)

Required ASAP

Hourly Rate £12.85 (SCP Scale A, Point 1)

Working hours Monday and Friday 4.30pm - 6.30pm; Tuesday to Thursday 4.30pm - 8.30pm

44 working weeks (Term-time, plus INSET, plus 5 additional weeks)

Based at the Deansway campus

Closing date: 9am Friday 10 July 2026

Interview date: Friday 17 July 2026

Evergreen School is a special school with two purpose-built campuses in Warwick. We have over 280 wonderful children and young people enrolled who are aged 4 to 19 years old. This is an exciting time to join our school as we continue to develop and expand, with a new curriculum and fantastic facilities including a swimming pool, hydrotherapy pool, sensory studios, Café and soft-play rooms.

Reporting to the Deputy Estates Manager, we are seeking to appoint a Lettings Assistant (Keyholder) to work at the Deansway campus in a flexible and approachable manner.

You will be based in the reception area, as the first point of contact for lettings and visitors using the campus after school hours. You will be responsible for locking and securing of the school premises across the campus. You will be fully trained in the security and alarm systems used on campus so you can deal with any alarms or emergencies on site.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure (with child's barred list check). References and online checks will be completed at shortlisting stage.

We will offer the successful candidate:

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- A school community where we value Trust, Honesty and Support
 - Opportunities for professional development
 - A passionate leadership team who will provide comprehensive support
 - Local Government Pension Scheme LGPS
 - Access to free healthcare support and occupational health
 - Access to staff discounts and Cycle to Work scheme
 - Family friendly policies and flexible working arrangements

If you feel that you have the personal qualities, experience, commitment and resilience to achieve our visions and aims, please **complete the application form**. Please ensure that you refer to the criteria in the person specification when you complete your application.

If you would prefer a hard copy of the application form, please email recruitment7028@welearn365.com or phone the school office on 01926 290444.

<https://www.evergreenschool.co.uk/about-us/vacancies/>

**please note, CV's are not accepted, see attached Recruitment Pack for further information*

Job Description

Role Profile

Job Title:	Lettings Assistant (Keyholder)		
Salary Grade:	Scale A	JEID	C0289
School:	Evergreen School		
Primary Location:	Evergreen School		
Responsible to:	Trust Estates Manager/Deputy Estates Manager		
Purpose of Role	<p>Responsible to the Headteacher / Estates for school site security (in the absence of Estates).</p> <p>Contribute to the school's statutory duty to safeguard and promote the welfare of children.</p> <p>Responsibility for others: The post has some impact on the well-being of individuals or groups (i.e. physical, mental, social, health and safety)</p> <p>Responsibility for staff: The post has no (or limited) direct responsibility for supervising other staff though may be expected to demonstrate tasks or advise/guide new employees, work experience or trainees.</p> <p>Responsibility for budget: The post has no (or limited) direct responsibility for financial resources other than occasional handling small amounts of cash, processing cheques, invoices etc.</p> <p>Responsibility for physical resources: The post has considerable responsibility for the security of buildings.</p>		
Responsibilities	<p>A duty to comply with the School's Code of Conduct, Child Protection and Safeguarding policies and practices.</p> <p>Typical tasks:</p> <ul style="list-style-type: none">- Lock and unlock school premises (doors, gates etc)- Set and de-active the alarm system- Check building (s)- Offer straightforward Health and Safety information and advice to hirers- Liaise with Estates Assistant / Deputy Estates Manager over times for opening and closing and feedback on any issues arising. <p>Security:</p> <p>Under the direction of the Estates Manager/Deputy be responsible for:</p> <ul style="list-style-type: none">- locking school buildings appropriately and on time- liaising with the police and/or alarm company in the event of any unauthorised entry/security risk- completing an accurate and complete record of any security-related incidents <p>Other Duties:</p>		

- To carry out other duties identified by the head teacher that are reasonable and in line with this level of responsibility

Person Specification

The person specification provides a list of essential and desirable criteria (skills and competencies) that a candidate should have in order to perform the job. Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

	ESSENTIAL	DESIRABLE	ASSESSMENT
EDUCATION/ QUALIFICATIONS	<ul style="list-style-type: none"> No formal qualifications necessary 		
SKILLS/ KNOWLEDGE	<ul style="list-style-type: none"> Basic ICT skills (internet/email etc) Basic knowledge of Health & Safety requirements including Fire Safety The ability to work on your own and as part of a team Understands policies on Health and Safety, school security and lone working policy Understands school alarm system The ability to follow instructions and carry out routines and laid down processes and procedures Good communication skills Time management and prioritisation skills Ability to respond calmly to emergencies Flexibility to adapt to changing demands or workplace challenges Can solve straightforward problems and respond to unforeseen circumstances (hazards/accidents etc) 	<ul style="list-style-type: none"> Safeguarding children 	Application Form/ Interview
EXPERIENCE OF:	<ul style="list-style-type: none"> Keeping accurate records Keeping workplaces secure 		Application Form/ Interview
PERSONAL QUALITIES/ APTITUDES	<ul style="list-style-type: none"> Values and respects the views and needs of children and young people. Displays commitment to the protection and safeguarding of all children and young people, Commitment to the safety of students, staff, visitors and contractors Self-starter and can-do attitude Desire and willingness to learn new skills Capacity to cope with conflicting demands, deadlines and interruptions A commitment to maintaining high standards Calm, positive and pleasant manner Trustworthy, reliable and punctual 		Interview
PHYSICAL	Good general fitness and mobility to be able to undertake tasks that require physical effort		Application Form/ Interview
OTHER	<ul style="list-style-type: none"> Willingness to undertake training as required 		Interview