



Moulsham High School

Job Description & Person Specification

Lettings/Facilities Assistant

Job Title:	Lettings/Facilities Assistant
Scale:	6
Responsible to:	Lettings/Facilities Manager / Premises Manager
Responsible for:	N/A

Job Purpose:	To actively promote the Astroturf and the school facilities to the outside community and to be the point of contact for external users and to ensure the site is secure when unoccupied. To assist school site team in ensuring compliance to all policies and managing all aspects of lettings
Duties & Responsibilities:	FOOTBALL DEVELOPMENT & LETTINGS - To ensure that the school facilities are available to the local community as part of a managed lettings programme. - To assist the Premises Manager to ensure that the premises team cover the required opening hours as part of their managed shift patterns. - To actively promote the school premises to the outside community and to investigate how the community would like to use the school for outside projects. SECURITY & SUPERVISION - To advise the Premises Manager of any issues relating to the attainment of the highest standards of premises management. - The security of the premises and contents including operation of fire and burglar alarms, CCTV and keyholder responsibilities. - Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations. - Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools). - To assist with the upkeep of the Asset Management Register ADMINISTRATIVE TASKS - Dealing with all invoices, including processing for payment. - Maintaining records of lettings and hirers details - Communicating via email with the Premises Manager CARETAKING & MAINTENANCE



	• Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage. • Preparing the school premises and site for out of school activities. • Maintaining the upkeep of the changing facilities and ensuring they are clean for both school and community use. HEALTH & SAFETY • Assist the Premises Manager to ensure that the premises are maintained in line with all current Health and Safety legislation under guidance of the Health and Safety Officer; that the Premises Team complies with all relevant Health and Safety requirements; and that all contractors are operating to required Health and Safety standards. • Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school. • To complete a weekly maintenance site report and health and safety checks of the school. • Monthly health and safety checks and maintain records. OTHER DUTIES • To support the Premises team with the maintenance and daily checks of the swimming pool facilities etc. ADDITIONAL REQUIREMENTS • It will be a necessary requirement of this post that the Facilities Manager will carry a mobile 'phone when on duty and cover for sickness of shift staff, if required. In-service training in support of duties will be required. • It will be a necessary requirement of the post to hold a valid 3-day First Aid Certificate and training for this will be provided. GENERAL • Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Local Governing Committee.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy.



- Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.

PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	GCSEs or equivalent at least C/4 grade in English & Maths.	E
	First Aid Qualification.	D
Knowledge & Experience	Recent experience of working in a primary / secondary school.	D
	Experience of management of a large site, work planning, contract negotiation and supervision and budget management is desirable.	D
	Understanding of general school policies and procedures.	D
	Excellent knowledge of security, heating plant and other building systems.	E
Skills and attributes	Good reading and writing skills.	E
	Ability to count and undertake mathematical calculations.	E
	Ability to use Excel to create and maintain spreadsheets.	E
	Ability to undertake DIY tasks.	E
	Ability to complete complex forms, write letters and detailed reports.	E
	Ability to exchange complex verbal information easily on the telephone and face to face.	E
	Ability to negotiate effectively to achieve best outcomes.	E
	Ability to manage difficult or controversial exchanges.	E
	Excellent organisational skills	E
	Ability to manage works contracts	E
	Demonstrate ability to resolve complex problems independently	E
Personal qualities	Ability to compose a professional email.	E
	Seek support to overcome communication barriers with children and adults. Understand and support the differences in Children and adults and respond appropriately	E
	Ability to make a proactive contribution to the work of the school team Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school	E
	Ability to establish rapport and respectful, trusting relationships with others. Ability to make a distinctive contribution to the work of a team.	E



Other	Committed to equality and diversity.	E
	Commitment to own continuous personal and professional development.	E
	Committed to our Health and Safety policies and procedures.	E
	Compliance to Data Protection Act 2018 and GDPR principles/ requirements.	E
	Committed to safeguarding and promoting the welfare of children and young people.	E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated January 2026.