AVANTI SCHOOLS TRUST

Job Description

Post Title	**Lettings Caretaker**
School / Organisation	Avanti Schools Trust
Location	Bishop Stortford
Grade	£13.50 per hour
Hours	Part time, 0 hours
Contract Type	Casual
	Year round
Reports to	Head of Business Services
Preferred Start Date	December 2026

MAIN PURPOSES OF THE JOB

The Lettings Caretaker will report to the Head of Business Services and will be responsible for holding keys to the Trusts sites, opening/closing the facilities and managing bookings/equipment.

The successful candidate will be expected to be in sympathy with the unique ethos and vision of the School – following closely the expected behaviours laid out in the Ethos Handbook.

You will facilitate community lettings periods and display a high level of responsibility, reliability, organisational and communication skills. The role will involve working evenings, weekends, and school holiday periods, so a flexible working hours' approach is essential.

RESPONSIBILITIES OF THE JOB

- Holding keys to the premises.
- Opening the premises before scheduled bookings and ensuring safe closure of the venue at the end of a scheduled booking.
- Maintaining equipment.
- Ensuring facilities are clean, tidy and presentable before any bookings.
- Basic cleaning after events as required.
- Liaise with cleaning company or other contractors as needed.
- Checking the facilities after any bookings to ensure they have been left at the expected standard and resolving any issues.
- Providing First Aid equipment in the event of an accident.
- Delivering excellent customer service at all times.
- Available to show clients around the facilities.
- Resolving customer queries or complaints.
- Ensure you are compliant with the school's policies.
- Ensure you are aware of the fire exits, procedures and protocols
- Other duties within the competence of the post holder, as may be reasonably required by the company.

You should

- Take pride in having responsibility and handle it well.
- Be punctual and reliable at all times.
- Work efficiently to ensure all lettings can proceed at the agreed times.
- Deliver solutions to problems that may occur during letting periods.
- Be passionate about the quality of work completed.
- Have an independent approach to problem-solving.
- Be adaptable to the requirements of the clients and the venue.
- Ensure the School's Ethos is adhered to.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	*Desirable*
1.	Experience in a similar role within an educational organisation		X
2.	Experience working in a customer focussed environment	X	
3.	Effective communication skills both written and oral to both internal and external stakeholders	X	
4.	Strong attention to detail required	X	
5.	Competent with Windows and Microsoft Office applications	X	
6.	Be willing to work on a shift/rotational basis which includes weekends	X	
7.	Good organisational skills, including planning, prioritising and working to deadlines		X
8.	Ability to cope with a varied and demanding workload	X	
9.	A thorough practically based understanding of premises maintenance issues	X	
10.	An understanding of health, safety and security issues and relevant legislation affecting schools	X	
11.	An ability to establish good working relationships	X	
12.	Prepared work outside in all weather	X	
13.	Able to undertake manual handling tasks	X	
14.	Knowledge of COSHH and the Health & Safety work act		X
15.	Ability to work flexibly to suit the needs of the school	X	
16.	Willingness to promote and safeguard the welfare of children and young people within the school.	X	

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FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.
For further information - Child Protection and Safeguarding Policy 2026-2027