



Lettings Manager

20 hours per week, term time plus flexible school holiday working

Salary: H5 pro rata

Start Date: ASAP

Sandringham School is a high performing and extremely popular Outstanding School situated in the picturesque city of Saint Albans, conveniently located just 20 minutes by train from London. We are looking to recruit a Lettings Manager to join the school's outstanding team of support staff. This position is for 20 hours per week and is term time plus flexible school holiday working. The core responsibility of this position is to manage and promote lettings at the school and will also include aspects of business development, health and safety and budgeting and finance. The successful candidate will need to be highly organised team player, be able to respond to the demands of life in a very busy school and be happy to use their own initiative and work independently. This is a fixed term contract for one year in the first instance.

Over £10 million has been invested in developing the learning environment in the past five years to provide a **state-of-the-art learning campus**.

- All students **bring their own tablet device** to school so that teachers can be even more flexible in their delivery of lessons.
- **Behaviour is exemplary** and visitors always comment on the **outstanding learning ethos** across the school.
- The school runs a **Teaching School Alliance**, is a **Research School**, is an **Awarding Body for Initial Teacher Training**, holds **International status** and embraces excellence in all areas of the curriculum.
- Staff who work at the school receive **outstanding training** and gain significant career experience.
- Staff can benefit from the **school's children of staff admission rule, a cycle to work scheme, childcare vouchers** and access to a **wide variety of school trips**.

Sandringham is a member of the Alban Academies Trust, together with Verulam School, Ridgeway Academy, Garden Fields School, Wheatfields Junior and Wheatfields Infants' and Nursery schools. We work in a multi-academy trust to share best practice, deliver joint training, promote the highest of expectations and raise achievement for all students. Our motto is 'Educational Excellence for Everyone'. The trust offers significant opportunities for career development of staff at all levels within our organisation.

Application deadline: 9am Monday 4th October

Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate. Full details are available from our website www.sandringham.herts.sch.uk or www.teachinherts.com Applications should be sent to: Kate Ward, HR Manager, Sandringham School, The Ridgeway, St Albans, AL4 9NX, Tel 01727 799560. Email appointments@sandringham.herts.sch.uk

Sandringham School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and references. We are strongly committed to promoting equality of opportunity and the elimination of unlawful discrimination.