

PRESTON MANOR SCHOOL

Upper School Site: Carlton Avenue East, Wembley, HA9 8NA

Head of Upper School: Mr. Tom Phillips

Email: info@preston-manor.com | Tel: 020 8385 4040

Lower School site: Princess Avenue (off Carlton Avenue East), Wembley, HA9 8LZ

Head of Lower School: Mr. Kevin Atkinson

Email: lowerschooladmin@preston-manor.com | Tel: 020 8385 4089

Executive Headteacher: Mr. Russell Denial | Website: www.preston-manor.com



LETTINGS OFFICER INFORMATION PACK

Permanent Vacancy

14.5 hours per week, Full Time (52 weeks)

Saturdays: 8:00am – 2:00pm

Sundays: 9:00am – 6:00pm

Salary – Scale 4, spinal point 7 – 11 (£26,469 - £28,154 pro rata inclusive of Outer London Weighting) Pay Award Pending

Start date: as soon as possible

Closing date: noon on Friday 20th September 2024

Interviews: w/c 30th September 2024



Making School Memorable by Striving for Excellence



Dear Applicant,

Thank you for expressing an interest in a post at our school and I hope that you will find the enclosed information useful.

This post is an opportunity for you to work alongside highly aspirational staff in an all-through school. The school is undergoing some positive changes, including our new centralised behaviour system and curriculum review.

The school is based across two sites with our Lower School teaching children from Reception through to Year 6 and our Upper School developing the potential of our students from the time they join us in Year 7 through to the time many of them leave to take up places at Russell Group universities.

Preston Manor has a creative climate of success with results exceeding national averages amongst a diverse and truly comprehensive school community. Our aim is to provide all our students with the best education regardless of their starting point. We provide a service to our school community and we hold true to the fundamental values of equal opportunity and inclusion for all.

Our School is underpinned by three core values: Ambition, Responsibility and Excellence. We are ambitious for our young people and we develop each individual to be ambitious for themselves. We encourage our students to take responsibility for themselves as well as each other in our strive to achieve excellence for everyone.

We are looking for a professional who is energetic, forward thinking and deeply caring who will be responsible for providing outstanding support in our school. We want you to enjoy this next step in your career so supporting your professional growth and development will be one of our fundamental priorities.

I do hope that you will consider applying to join our successful and happy school and look forward to receiving your application.

Yours sincerely

Mr R Denial
Executive Headteacher

The success of Preston Manor School is built on an 80-year old reputation which continues to flourish through its committed staff, dedicated Governors and supportive parents.

We are an all-through school with students ranging from 4 – 19 years. Staff are expected to make the most of this all through provision and to liaise with relevant colleagues in all parts of the school. The school is based over two sites and there may be times when colleagues are expected to work across both sites with students.

We value working in partnership together with our young people to achieve the best outcomes for every student that joins our prestigious school. The school is oversubscribed for places, reflecting the reputation the school has for its academic rigour and excellence in teaching and learning.

We are proud of our focus on student and staff wellbeing, which is evident from the moment you step into our community. We are driven in our aims and ambitions and aspire to continue to build on our success in a supportive and friendly environment.

At Preston Manor we celebrate diversity and equality of opportunity, which is reflected in our high staff-retention rates and the successes of our student population.

The School is looking for an enthusiastic and experienced Lettings Officer prepared to take on the various roles of supporting the school and maintaining its excellent standards. The ideal candidate will have an understanding of the workings within an education/school environment.

Flexibility in terms of contractual working hours may be required. The school has a need to respond to new business requirements, and applicants for these posts should be aware that flexibility in hours is essential.

You will join an energetic school which strives to ensure that all students enjoy learning and achieve their full potential.

In return we will offer:

- motivated, enthusiastic and ambitious students
- friendly and supportive staff
- well-resourced facilities with newly refurbished classrooms
- a professionally stimulating and collaborative working environment
- a commitment to professional development

The school is situated within walking distance of the world famous, Wembley Stadium, which offers easy access to newly created facilities including the London Designer Outlet.

The school benefits from excellent transport links via public transport and is located a short walk from both Wembley Park and Preston Road Underground Stations. Central London locations are accessible within 20 minutes from the school. The school is also easily accessible from main roads including the M25, M1, M40, A40 and A406.

The above post provides an excellent opportunity to work in a high quality environment and to become part of a highly motivated and visionary staff.

The successful candidate will be expected to carry out their role on the school site.

Safeguarding

Preston Manor School and its staff are committed to safeguarding the welfare of children. The School is registered with the DBS and successful applicants will be required to complete

successfully the Disclosure procedure at the Enhanced level. It is an offence for any person barred from working with children to apply for this post.

The School's Application Form will only be accepted from candidates who have completed this form in full. CV's will not be accepted as a substitute.

In addition to completing an application form, all applicants will be required to complete a criminal records self-declaration form. Please note you are not required to disclose convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). If you have a conviction and are not sure whether is it 'protected', please visit the Gov.UK link below:

<https://www.gov.uk/tell-employer-or-college-about-criminal-record/check-your-conviction-caution>

The safeguarding responsibilities of this post have been outlined in the job description and person specification.

Preston Manor School is committed to Equal Opportunities and welcomes applications from all sections of the community.

For further information and an application pack, email hadmin@preston-manor.com or download the pack from our website at www.preston-manor.com

The school reserves the right to close the vacancy earlier than the date advertised, so early application is advised.

JOB DESCRIPTION

JOB PURPOSE

The key roles of the post-holder will be: -

- overseeing use of the school's facilities to help ensure safe practices and acceptable standards of behaviour are observed and to seek to minimise incidences of injuries, misuse and damage. This includes regular patrolling of all facilities being used
- ensuring facilities are clean, fit for use and secure
- greeting of visitors and hirers and showing them the school's facilities
- holding the keys, locking/unlocking school buildings and facilities and maintaining a high level of security
- operating alarm systems
- responsible for the Health & Safety of the facilities during the lettings period, under the direction of the Premises Manager. This will include following the emergency and normal operating procedures at the school ensuring that customers comply with the above procedures, reporting any Health & Safety or maintenance issues
- responsibility for the supervision and issue of equipment to be used by the customers including working with customers in the setting up and tidying away of any furniture and equipment required for activities
- liaising with the Premises Manager regarding site issues
- occasional caretaking duties

Security Duties

- Key-holding responsibilities - to ensure that the site is left secure which includes locking/unlocking of school gates, internal and external doors and closing windows
- To respond to emergencies and take action as appropriate
- To alert the Premises Manager of any risk to a breach of security or Health & Safety
- Under the direction of the Premises Manager, ensure fire and security alarm systems are kept in good order
- To patrol the site to check for hazards, damage and intruders (including the site perimeters)
- To assist in ensuring that internal and external security requirements are followed including putting car parking arrangements in place
- Monitor CCTV when required
- To liaise with the School's security company and keyholders as necessary
- To call the Police, Fire Brigade or others at times of emergency
- **Attention to security is very important to ensure there is no unauthorised access during the hire period**

Lettings Duties

- To cover lettings for the school premises, including opening and locking up and general supervision to ensure that the premises are left in a clean and tidy condition at the end of the letting if required
- Monitor the lettings booking system and calendar to ensure access to the school is only given to those with confirmed bookings
- To establish and maintain good relationships with all students, parents/carers, colleagues, visitors, contractors and other professionals by communicating with them in a friendly and helpful way
- To assist in ensuring that internal and external security requirements are followed including putting car parking arrangements in place

- To ensure that the site and premises are optimised for income generation and community partnership use
- To ensure that rooms and areas used are clean and left ready for use for both the hirer and for school business the following day
- To ensure the remainder of the school is secure during these periods
- To assist hirers to ensure their event runs smoothly
- To keep a record of events and times of lettings and any problems
- Liaise with the, Premises Manager, Finance Officer and Director of Finance & Operations regarding any lettings related queries

Site Management Tasks

- Where possible, to remedy any minor or intermediate defects (such as minor plumbing, changing light bulbs, repairing door furniture) and to liaise with the Premises Manager on any major building defects
- To ensure that external social areas, paths and driveways are maintained satisfactorily, including the clearing of snow, gritting and salting of pathways and ensuring that paving slabs are in good condition
- To deal with the results of vandalism, advising the Premises Manager on any necessary preventative measures or repair work required
- To remove graffiti from all areas, windows and other surfaces as required
- To clean floors and/or furnishings after any sickness has occurred
- To ensure that the premises are kept free from pests and vermin and reporting any sightings to the Premises Manager

Cleaning

- To ensure that hazardous/infectious solutions and materials e.g. broken glass are disposed of in accordance with agreed safe working practices, removing waste to designated areas
- To assist in the removal of litter from the school grounds

Lighting and Heating

- To advise the Premises Manager regarding the ordering of replacement lighting equipment as necessary
- To ensure that the areas of the school in use are adequately heated and ventilated
- Ensure lights and other equipment are switched on and off as appropriate (including floodlights)

Contractors

- To act as the liaison between contractors and the School or external agencies as appropriate, regarding access to the site

General Duties

- To undertake a commitment to continuing opportunities for further professional development
- To carry out duties in accordance with the Health and Safety at Work Act, adopting safer working practices, in accordance with the safety policy
- To keep up to date with relevant legislation and regulations including Health and Safety and Control of Substances Hazardous to Health (COSHH)
- To be aware of and comply with policies and procedures of the school including those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- To contribute to the review of the school policies and procedures as appropriate

- To attend relevant meetings and participate in training opportunities and performance development as required for the effective delivery of the role
- To undertake first aid training and responsibilities as required
- To undertake any other broadly comparable duties as may be required from time to time to ensure the smooth and efficient running of the school, including working flexibly to solve issues which may affect the running of the school if necessary beyond the shift
- To carry out physical effort on occasions
- To undertake, within reasonable parameters, other duties and responsibilities as required from time to time commensurate with the grade and seniority of the post

N.B. Succession planning is implemented within the school and therefore support posts may vary or rotate periodically and temporary redeployment to another post may be necessary, for example during restructuring or whilst vacancies are being filled.

Responsibility for resources

To be responsible for the proper use and safekeeping of equipment, keys, passes, post, and other school property related to the role.

Additional responsibilities

- Attend School based and other INSET to develop professional skills and keep abreast of current development in education

Experience and Knowledge

- Knowledge of Health and Safety legislation, General Data Protection Regulations, and Safeguarding processes
- Demonstrate an understanding of the business aspects of schools
- Experience of working in a fast-paced environment

Abilities, Skills and Attributes

- Ability to build and form working relationships with students, parents and colleagues, to work across operational boundaries
- Work as a member of a team
- Demonstrate absolute discretion, tact and diplomacy
- Show initiative, drive and commitment to ongoing improvement
- Be articulate and presentable
- Be a creative problem-solver with the ability to think ahead
- Excellent administrative and organisational skills; with good attention to detail and the ability to use initiative and prioritise workload
- Demonstrate an aptitude and acceptance of working within an environment that has numerous interruptions, changing workload demands and new organisational challenges
- Be able to work under pressure and meet deadlines whilst producing work that is accurate

*This is a description of the main duties and responsibilities of the post at the date of production. **The duties may change over time as requirements and circumstances change.** The person in the post may also have to carry out other duties as may be required from time to time.*

Safeguarding / Child Protection

Preston Manor School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employees and the Disclosure and Barring Service (DBS).

Preston Manor School will conduct online searches for shortlisted candidates. This check will

be undertaken based on the requirements set out in Keeping Children Safe in Education 2022. The check will help to ensure safe and robust checks on the suitability of individuals to work within our school.

General

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads and any other duties appropriate to the role as directed by the Executive Headteacher or a delegated representative of the Senior Leadership Team.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Executive Headteacher's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment). The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

PERSON SPECIFICATION

QUALIFICATIONS

Essential

- IT literate, basic numeracy skills and an aptitude to learn how to use a computer-based booking system and information management systems

Desirable

- Maths and English – GCSE Grade A* - C equivalent
- A recognised First Aid qualification or a commitment to obtaining one once in post

KNOWLEDGE AND EXPERIENCE

Essential

- Previous experience in a similar post
- Highly organised with ability to prioritise a heavy workload, problem solve, manage tasks simultaneously and perform effectively under pressure
- Experience of compliance and adherence to policies and procedures and codes of practice including awareness of GDPR
- Working knowledge of maintenance and security systems and procedures

Desirable

- Awareness of Health and Safety regulations and safe practice procedures in an education environment, including child protection
- Experience of developing good working relationships with staff and clients
- Handyperson experience or caretaking/maintenance work
- Experience of working in a school or similar environment

SKILLS AND ABILITY

Essential

- Willingness to work additional hours when needed and be flexible
- Able and willing to work unsupervised to achieve goals as a Lettings Officer with a variety of responsibilities
- Willingness to undertake training if required
- Ability to communicate effectively with people of all ages and abilities (verbally, in writing and on the phone)
- Provide excellent customer services and respond constructively to customer complaints and difficulties in a friendly and approachable manner
- Trustworthy and reliable
- Ability to demonstrate effective interpersonal skills face-to-face and excellent telephone manner
- Ability to undertake all the physical aspects of the post (moving equipment for different lettings)
- Proactive, enthusiastic and willing to take on a wide range of tasks including setting-out sports and school facilities
- Ability to work hard and take pride in the job, ensuring all standards of cleanliness are maintained before and after each letting
- Ability to follow directions from Line Manager

Desirable

- Ability to use own initiative, develop new ideas and broker new relationships
- Able to handle and deal with problems and make suggestions for improvement

EQUAL OPPORTUNITIES**Essential**

- Commitment and contribution to School policies
- Committed to the promotion of equal opportunities