



Lettings Officer

APPLICATION PACK



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Salary scale: D5 £23555 FTE

Type: Part-time

Term: Permanent

**Lettings Officer**

We are seeking a talented, creative, and innovative Lettings Officer to join our team. Mounts Bay Academy is a forward-thinking Academy combining traditional values with innovative teaching and learning. We provide a broad and balanced curriculum for all our students who are set challenging academic and personal targets and given the inspiration to succeed.

Applications are welcome from colleagues who are confident with excellent interpersonal and organisational skills to provide a first-class professional “front of house” service, and act as a point of contact for the hire of the Academy’s lettings facilities.

You will also be responsible for the general security of the academy site when on duty, whilst promoting the academy’s facilities and services to new clients, managing bookings and dealing with the lettings administration.

Application forms and information packs are available via our school website or upon request by telephoning the Academy.

For further information, please contact Malvina Jenkin,

HR Manager at Mounts Bay Academy

🕿 01736 363240 or email: mjenkin@mountsbayacademy.org

**Closing date for applications**: 07/07/2025

**Start: ASAP**

**Interviews**: W/C 07/07/2025

Please send your completed application form to Malvina Jenkin HR Manager at Mounts Bay Academy, Boscathnoe Lane, Heamoor, Penzance, TR18 3JT.

The successful candidate will be subject to reference checks with previous employers and will be subjected to an enhanced DBS disclosure check.

Leading Edge Academies

Partnership is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment

# Welcome

Dear Applicant

Thank you for expressing an interest in this post at Mounts Bay Academy, a member of the Multi Academy Trust called Leading Edge Academies Partnership (Leading Edge). I hope you find this information pack helpful and that in due course we shall receive an application from you.

Mounts Bay Academy is located in Penzance, West Cornwall with 950 students aged 11-16 years. This is a beautiful part of the world, enjoying a varied coastline surrounding rugged hills and moorland and it is a wonderful place to live and work.

Mounts Bay school converted to Academy status in 2011 and a year later was awarded an Outstanding grade in a full Ofsted Inspection. In November 2017 the Academy was inspected by Ofsted to review its safeguarding arrangements and the HMI visitors noted that the Academy had a fully inclusive culture and provided excellent support for vulnerable students. Since then, we were awarded a good grade in 2021 under the new Ofsted Framework introduced in 2019.

I have been the proud Principal of Mounts Bay since March 2024, and I am passionate about the Academy and the path that we need to follow. Whilst enjoying an enviable reputation in the local area, there is work to do in terms of outcomes, attendance and the quality of teaching and learning. Our priorities are explicit, and my style is very open and honest – there are no hidden agendas here!

We have recently introduced a new behaviour policy which is having very positive effects, and our teaching and learning policy has been stripped back to provide very clear expectations of staff and students. All strategies are supported by a comprehensive evidence-based programme of CPD, both internal, and through external bodies such the PTI, the Cornwall Research School, which we are delighted to lead, and the Challenge Partner network, where we are delighted to be the lead school in the Cornwall hub.

The Academy enjoys a range of impressive physical resources including a purpose-built science area, subject specific teaching areas in the Creative Arts as well as a lively and bouncing Music block. Sports facilities are strong, including a large sports hall, a 3G pitch and extensive outside field areas, all of which have significant community use. Plans are currently being made with Cornwall Council for an on-site ARB to provide further support to learners.

Mounts Bay Academy is an Apple Distinguished school, and each student and staff member is provided with a digital device to support their learning and work. We believe that students should be prepared for the world in which they will live when they leave the Academy and strive daily to ensure that we update our knowledge accordingly.

We are a learning community that aspires to success for all without exception, convinced that everyone can learn at the highest level, when presented with learning experiences that are as engaging as they are adventurous. We believe that all young people can achieve; it is our job to nurture the very best in each person by identifying their strengths and talents and removing any barriers to learning.

Mounts Bay is a caring and dynamic community where students are placed at the centre of everything that we do.

We provide a broad and balanced curriculum which is delivered by a team of skilled and dedicated staff, with the MBA way visible throughout the school, putting ‘Relationships, Respect and Responsibility’ at the centre of everything. Talent is celebrated, curiosity is nurtured, and every individual is given the chance to shine. We help to develop young people with a positive attitude to learning and life, ready to take on the challenges of our fast-changing world and to make a creative contribution to their community.

The successful candidate will be a brave, creative and visionary person, to join our staff to enable all to thrive in this ever-changing world. We are looking for a professional with a spirit of adventure who understands that high personal and academic standards and exciting learning can combine to change young people’s lives.

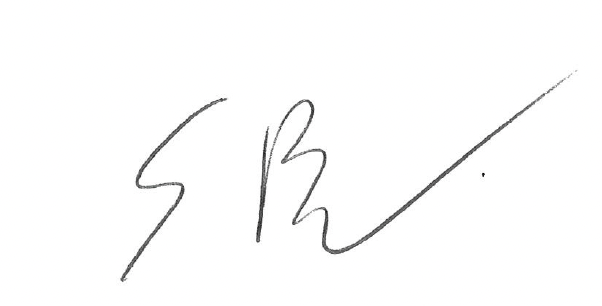
Mounts Bay Academy is committed to safeguarding and promoting the welfare of young people and we expect the candidate to share this commitment.

Since I joined the Academy, I have felt safe, I have been happy, I have felt challenged, and I have been genuinely welcomed into the Mounts Bay community. Is this not what all of us want from a school?

Please do get in touch if you would like to come and visit. I look forward to meeting you.

I look forward to hearing from you.

Yours sincerely,



Simeon Royle

Principal

# Application

## Application

If you wish to apply, please either email your application to Malvina Jenkin HR Manager at [mjenkin@mountsbayacademy.org](mailto:mjenkin@mountsbayacademy.org) copies of all the details are available online on our website under the ‘Vacancies’ section) or post your completed application form to the address below, together with a covering letter, clearly demonstrating your suitability for the role. Where possible, please also provide email addresses for your referees.

In line with our safeguarding practices, we are unable to accept CVs.

## Closing Date

Please ensure your application arrives before the closing date/time and that the post for which you are applying has been stated clearly on the application form. Applications received after the closing date will not be accepted.

## Interview

Interviews for the post will take place shortly after the closing date. All applicants will be informed on whether their application has been successful within 2 weeks of the closing date.

Mounts Bay Academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment.

We follow safer recruitment practices and appointments are subject to an enhanced DBS check prior to employment. Details of our Safeguarding and Child Protection Policy can be found on our website [www.mountsbay.org.](http://www.mountsbay.org/)

Mounts Bay Academy Boscathnoe Lane Heamoor

Penzance Cornwall TR18 3JT

Phone: 01736 363240

Web: [www.mountsbay.org](http://www.mountsbay.org/)

# Job Description

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| **Post Title:** | Lettings |
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| **Purpose:** | * To manage the hire of the facilities out of school hours by external groups / clubs / individuals. * To arrange hire of premises, liaise with hirers and manage the security of the school premises out of school hours. * To deal with maintenance-related issues that may arise during the course of lettings and out of hours activities taking place within the school buildings / site. |
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| **Reporting to:** | Principal, Lettings Manager, Director of Communities |
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| **Liaising with:** | Community Hirers |
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| **Working time:** | 15 hrs per week |
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| **Salary/Grade:** | D FTE |
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| **Disclosure level:** | Enhanced |
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## MAIN (CORE) DUTIES

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| **Main tasks** | * The specific nature and balance of these responsibilities will vary according to the needs of the Academy and may be shared. |

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| **Main Duties and Responsibilities** |
| * To act as joint keyholder for the site, always ensuring security including the operation of alarms. * To attend to all letting’s activities taking place, ensuring the Academy’s regulations and requirements relating to out of school hours lettings and activities are adhered to. * To assist individuals using the school premises with regard to set out chairs, tables and any necessary equipment that forms part of the letting. * To remove any rubbish/bags/lost property left by individuals after a letting’s session. * To maintain sports equipment, also set up and pack away any equipment relevant to the activity taking place so the facilities are ready for the next user (s). * To undertake regular security checks of car parks, school grounds and internal parts of the school during letting periods. * To liaise with site team as necessary. * To secure, lock and alarm the buildings at the end of each session taking place on the premises out of school hours. * To liaise with the community police officer and the local police force as required. * To report any building and/or maintenance faults, problems and concerns which may arise in the course of duties to the Premises Manager at the earliest opportunity. * To be aware of and adhere to applicable rules, regulations, legislation and procedures e.g. Equality Act 2010, Health and Safety at Work 1974, Data Protection and Safeguarding. * To be fully conversant with the lettings systems used for managing the hire and booking of sessions. * To work within Academy and statutory safeguarding procedures and guidance. * To maintain confidentiality of information acquired while undertaking duties for the Academy. * To be responsible for your own continuing self-development, undertaking training as appropriate. * To undertake other duties appropriate to the grading of the post as required, for example, site maintenance and community outreach and holiday programmes administration, birthday parties. * Serve as the main point of contact for all external users, providing clear and timely communication before, during, and after bookings. * Respond to inquiries, confirm bookings, explain terms and conditions, and ensure users are fully informed of procedures, access arrangements, and expectations. |
| **Staff Development** |
| * To partake in the Academy’s staff development programme by participating in arrangements for further training and professional development. * To continue personal development in the relevant areas including subject knowledge and teaching methods. * To engage actively in the Continuous Career Professional Development (CCPD) process. * Maximise the use of facilities during available hours to support the school’s income streams. * Assist in developing lettings strategies and pricing structures to attract a wide range of users. |
| **Quality Assurance** |
| * To help implement Academy quality procedures and to adhere to them. * To seek/implement modification and improvement where required. |
| **Management Information** |
| * To maintain appropriate records and provide relevant accurate and up-to-date information as required. * To complete the relevant documentation to assist in the tracking of bookings. * Ensure all hirers follow safeguarding, health and safety, and site-specific procedures. * Maintain accurate records such as risk assessments, public liability insurance, and booking agreements. |
| **Communications** |
| * To communicate effectively with the hirers as appropriate. * Where appropriate, to communicate and co-operate with persons or bodies outside the Academy. * To follow agreed policies for communications in the Academy. * Build positive relationships with hirers to encourage repeat use and promote the facility through word-of-mouth and community trust. |

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| **Other Specific Duties** |
| * To remain and adhere to the Trust’s Safeguarding Policy and child protection procedures. * To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. * To actively promote the Academy’s and Trust’s corporate policies. * Be responsible for your own continuing self-development, undertaking training as appropriate. * To be aware and adhere to applicable rules, regulations, legislation and procedures e.g. the Trust Equality and Diversity Policy, Staff Code of Conduct, national legislation and GDPR Data Protection Regulations. * To comply with the Academy’s Health and Safety Policy and undertake Risk Assessments as appropriate.   **As a restorative organisation we:**   * Apply the principles of mutual respect and responsibility in all our internal and external relationships. * Actively work to prevent, address and repair harm. * Engage in continuous learning to further develop our communication and problem-solving skills. |

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

**Person Specification**

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| **Essential** | **Desirable** | **Demonstrated By** |
| A commitment to safeguarding children and young people and an awareness of current national legislation relating to safeguarding and child protection. |  | Application Form / Interview |
| Attainment of GCSE qualifications or equivalent (level 1 standard of qualification). | Attainment of NVQ level 1 in security / premises maintenance related fields. | Application Form / Interview |
| A CPD portfolio with evidence of recent, relevant course participation and all academic qualifications. |  | Interview |
| Practical skills / Good communication skills.  Build positive relationships with hirers to encourage repeat use and promote the facility through word-of-mouth and community trust. | Knowledge of security & alarm systems.  Knowledge of the practical use of fixed and portable sports equipment.  Knowledge of music studio equipment | Application Form / Interview |
| Previous work experience in security/administration work in a school/college or sports/leisure/music environment. | Minimum of 12 months experience in security/sports/leisure related work.  Experience of school premises supervision. | Application Form / Interview |
| Able to undertake physically demanding duties.  Self-motivated, ability to work on own initiative. | Established ability, to have effective customer relations |  |
| A ‘can do’ positive attitude that seeks solutions to problems. | Evidence of creativity and a willingness to take risks and learn from mistakes. | Application Form / Interview |
| Good ICT skills in MS Office | Good ICT skills in Apple software | Application Form / Interview |