**Role Description**

 **Out of Hours Letting Officer**

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| **NJC Pay Range** | Band E |
| **Responsible To:** | Leader of Premises and Estates  |

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| **Main Purpose of the Post**  |

* To liaise with the local academy leaders to administer and manage lettings.
* To provide a professional out of hours service that meets the needs of external stakeholders accessing the Trust facilities.
* To ensure that all Hirers of the buildings have a positive experience and that facilities are prepared and ready for use.
* To maintain good working relationships with all members of the Trust and community stakeholders.

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| **Key Areas of Responsibility** |

* To be the main point of contact for visitors to the premises out of normal school day hours.
* To travel between all Trust academies to facilitate and provide a ‘meet and greet’ service for all facilities bookings across all sites.
* To plan logistical arrangements for each booking and ensure facilities are prepared appropriately for use, including but not limited to the set-up of sports equipment, arranging of furniture, preparation of meetings rooms, arrangements for refreshments.
* To ensure efficient hand over of facilities, ensuring Health and Safety and Safeguarding procedures are communicated.
* To communicate upcoming events and bookings with the Trust Central Finance team, academy Principals and the Leader of Premises and Estates.
* To maintain records and produce reports on bookings, identifying facilities currently under-utilised to inform future marketing campaigns.
* To ensure the general security of all premises used for hire, including locking and unlocking of all facilities and setting of intruder alarms.
* To undertake tasks allocated by the Executive Leadership Team appropriate to the role.
* To be flexible and travel between sites as required.

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| **Other Considerations Relevant to the Role** |

* The working pattern is evening and weekend work, and shifts are variable and may be subject to change based on business need. You will be given at least 5 working days’ notice of any change to your working pattern.
* To work with flexibility, travelling to and from Academies and other locations while undertaking work duties.

**Role Description**

**Supplementary Information**

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| **NJC Pay Range** | Band E |

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| **Standards and Expectations**  |

* Be an excellent role model, exemplifying high personal and professional standards and promoting high expectations for all members of the Trust.
* Take responsibility for promoting and safeguarding the welfare of children, young people and adults within the organisation.
* Demonstrate optimistic personal behaviour, positive relationships and attitudes towards young people, professionals, parents/carers, governors and members of the local community.
* Regularly review own practice, set personal targets and take responsibility for own personal development.

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| **Securing Policies and Compliance** |

* To apply Academy and Trust wide policy and procedures.
* To promote and safeguard the welfare of students and other adults within the Learning Trust by adhering to all statutory and associated work place policies.
* To ensure compliance through quality assurance and evaluation.
* To report and advise on any matter that may place the brand and reputation at risk.

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| **Leading People and Managing Performance** |

* To lead and develop staff within the team to deliver high quality performance.
* To actively manage own performance and that of others, participating in the Trust’s appraisal process as Appraiser and Appraisee.
* To take responsibility for line managing specific individuals and teams, being accountable for their performance and ensuring that they meet the overall standards expected by the Trust.
* To lead, plan, co-ordinate and manage the work of the team.
* To ensure that Leaders receive high quality advice and guidance emanating from area of work/responsibility.

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| **Engagement with Stakeholders** |

* To build and maintain effective professional relationships with relevant external stakeholders and service user groups.
* To lead and contribute to the development and delivery of staff and leader training and support across the Academy/Trust.
* To secure and actively engage with professional networks and collaborative arrangements with outside agencies and professional bodies associated with area of responsibility.
* To provide reports and updates to Leaders and Governors in relation to area of responsibility.
* To set clear standards for and expectations of communication with parents/carers and other key stakeholders ensuring follow up is timely, effective and appropriate.
* To work collaboratively with others to deliver added value to the Academy and Trust.
* To understand the changing community and ensure stakeholder satisfaction.

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| **Other Considerations** |

* A Disclosure and Barring Service (DBS) check at Enhanced Level is required.
* To undertake any other duties and reasonable requests that are in keeping within the requirements of this post.

This supplementary information forms part of the role description and should be used alongside the role specific information.

***Maltby Learning Trust is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff.***