

JOB DESCRIPTION TEMPLATE

JOB DESCRIPTION

School: [Telferscot Primary School](#)

SECTION A: Reporting to: Premises Manager

Job Title: Lettings Assistant

Grade: Scale 3

SECTION B: Responsible for: Staff Supervised

This post is not responsible for any other staff roles.

SECTION C: PURPOSE OF POST

To support the effective and safe operation of school lettings, ensuring that the site is opened, prepared, maintained and secured for hirers. The role also includes providing a welcoming presence, carrying out simple premises tasks, and ensuring all users leave the premises as found.

SECTION D: Main duties and Responsibilities/Functional Links

A:

1. Unlocking and securing the school site for lettings, including all agreed access points.
2. Preparing and checking hiring spaces to ensure they are clean, safe and ready for use.
3. Greeting hirers, providing a point of contact, and escalating any queries to the Premises Manager as required.
4. Ensuring all sessions end promptly and that spaces are left clean and tidy.
5. Locking up the school site securely at the end of each letting session.
6. Carrying out simple premises maintenance tasks during lettings, such as weeding, minor painting, and other light duties.
7. Liaising with the site team and report any issues or damages.

Functional Links

Please list the most important contacts necessary to carry out the duties (e.g. external agencies, departments, member of the public, within local authority councillors etc.).

Equal Opportunities

- To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.
- To take responsibility, appropriate to the post for tackling unlawful discrimination amongst all groups in line with the Equalities Act 2010.

Safeguarding

- To remain vigilant and do everything possible to protect students and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes an absolute requirement to

report to the Headteacher any incident of this nature you witness, hear about or suspect.

Health and Safety

- In carrying out the tasks in this job description you have a duty (under Health & Safety legislation) to take reasonable care for the health and safety of yourself and that of others. This implies taking positive steps to monitor and maintain a safe and secure working environment. It is expected that whilst maintaining an effective and efficient working environment you will comply with safety rules and procedures and ensure that nothing you do, or fail to do, puts yourself or others at risk. This includes contributing to a safe and secure environment for the school community.

Data Protection

- When working with computerised systems to be completely aware of responsibilities at all times under the Data protection Act 2018 for the security, accuracy, and significance of personal data held on such systems.

SECTION E: Other relevant matters
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The purpose of this section is to highlight any other significant details or points about the job.

SECTION F: Signatures – Job Description discussed and agreed

Signature of Post Holder:.....

Date:

Signature of Supervisor:.....
(Line Manager)

Date:

PERSON SPECIFICATION

School: Telferscot Primary School
Job Title: Lettings Assistant
Directorate: Schools Human Resources
Grade: Scale 3

		Shortlisting Criteria
Key Knowledge	<p>Please note that the following examples are suggestions only:</p> <p>K1 Full working knowledge of relevant polices/codes of practice/legislation</p> <p>K2 Awareness of health and safety requirements in a school or public building</p>	E ✓✓
Relevant Experience	<p>Please note that the following examples are suggestions only:</p> <p>E1. Experience of working within a school environment (desirable).</p>	E ✓✓

	E2. Experience of working in a customer-facing or premises role (desirable).	
Qualifications/ Training	<p>Please note that the following examples are suggestions only:</p> <p>Q1. Good communication skills – equivalent to NVQ Level 2 in English</p> <p>Q2. Willingness to undertake training relevant to the role</p>	<p>E</p> <p>E</p>
Key Competencies	<p>A2 TEAMWORKING - Demonstrates a clear commitment to the team approach; exchanging ideas and providing support to colleagues.</p> <p>A5 COMUNICATIING ORALLY - Speak confidently, conveying clear messages to wide range of listeners.</p> <p>CS10 RESPECTING DIVERSITY - Seeks to develop an understanding of different groups & individuals and ensures equitable and appropriate treatment for all.</p> <p>CS15 WORKING WITH CUSTOMERS - Committed to securing the best possible service and outcomes for customers.</p> <p>CS20 MINIMISING RISK - Retains an awareness of the work environment, ensuring that the safety of customers, colleagues, and self is paramount.</p>	<p>E</p> <p>E ✓✓</p> <p>E ✓✓</p> <p>E</p> <p>E ✓✓</p>