

**Lettings Assistant**

*Inspiring a generation to achieve excellence through innovation*

**Start date:** February 2018.
**Salary:** Ark Support 5 (spine 15 – 18), £20,583 to £21,760 dependant on experience.
**Location**: Brixton, London
**Nearest Tube station:** Brixton (Victoria)
**Deadline: 11am** on **Sunday 14th January**
**Ofsted**: [Good](https://reports.ofsted.gov.uk/inspection-reports/find-inspection-report/provider/ELS/135389) (June 2017)

*Visits to our school are encouraged; to arrange, please call 0207 266 7070*.

Dear Candidate,

Thank you for taking the time to find out more about the exciting role as **Lettings Assistant** at Ark Evelyn Grace Academy. We are delighted that you are considering joining our Academy at such an exciting stage in our development. Ark Evelyn Grace Academy is a mixed, non-selective, 11-18 secondary school in Lambeth. The academy opened in 2008 and moved into its award-winning building on Shakespeare Road in 2010. Evelyn Grace Academy was judged as ‘good’ by OFSTED in June 2017.

In September 2017, I took over as Principal, having previously co-founded an ‘outstanding’ ARK school in North London: Ark Academy. I will work with staff at Evelyn Grace to secure its position as the school of choice in the local community. Together we will ensure that students secure the highest possible standards so they can go on and compete for the very best positions in their chosen career.

The successful applicant will be a strong team player fully aligned to the Academy’s ethos of high academic expectation and aspiration for all. They will want to be part of body of staff that work tirelessly to help our students develop the sort of qualities that will help them flourish and succeed in life.

As a member of Evelyn Grace and the Ark network, you will receive the sort of coaching, training and development opportunities that will help you become the very best that you can be.

For further information and to apply please visit our website: [evelyngraceacademy.org](http://www.evelyngraceacademy.org)/vacancies and complete your application by **11am** on **Sunday 14th January 2018.**

For any queries relating to your application, please contact the recruitment team on 0207 737 9520 or recruitment@evelyngraceacademy.org

I wish you all the best in your application.

Yours faithfully,

**Tim Dainty**

**Principal**

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Lettings Assistant: Job description**

**RESPONSIBLE TO:** Premises Manager

**OVERALL RESPONSIBILITY:**

To market the school and provide effective support to customers letting the school’s facilities taking place during the evening and on Sunday’s. Provide site cleaning and maintenance services to the standard required by the Premises Manager and to ensure that the site is safe and secure.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

Working under the supervision and direction of the Premises Manager:

* Supervise the safe operation and the correct and authorised use of the facilities by
* customers.
* Ensure that customers adhere to booking conditions.
* Receive customers on site as required to instruct them on the location and use of
* facilities.
* Set out and clear away equipment and materials and to make regular visits to all
* facilities to ensure they are being used in accordance with the conditions of hire.
* Maintain high standards of cleanliness and presentation of facilities.
* Operate all heating, lighting, ventilation and other services to the required standards, reporting any defects.
* Ensure the issue, security and safe storage of equipment, apparatus, materials and kit, checking items on their return.
* Pro- actively market the site and respond to enquiries and ensure that comments, complaints and suggestions are passed to the Premises Manager.
* Be observant of any actual or potential hazards/defects on the school site and rectify or report to the Premises Manager as soon as possible.
* Assist the Premises Manager with the preparation of invoices.

**GENERAL DUTIES AND RESPONSIBILITIES:**

* Undertake training and development activities relevant to the position.
* Co-operate with the school in complying with relevant health and safety legislation policies and procedures.
* Carry out the duties and responsibilities of the post in compliance with the school's
* equal opportunities policy;
* Support the aims and ethos of the school;
* Maintain confidentiality and observe data protection and associated guidelines
* where appropriate;
* Maintain an awareness of Safeguarding Children and Safer Working Practices.
* Carry out any other reasonable duties and responsibilities within the overall function commensurate with the grading and level of responsibilities of the post.

**Lettings Assistant: Person specification**

**Previous experience (desirable):**

* Working in a cleaning or caretaking role
* Working in a team
* Basic administrative experience (e.g. keeping accurate records)
* Working in a customer-facing role

**Qualifications:**

* Health and safety-related qualifications

**Knowledge:**

* Understanding of the importance of Safeguarding
* Children Essential Application,
* Health and Safety practices Essential Application,
* Building and Grounds Maintenance techniques
* Understanding risk assessments
* Understanding COSHH
* Procedures for manual handling

**Skills:**

* Ability to follow instructions
* Customer care
* Attention to detail
* Ability to carry out manual handling tasks
* Ability to work to deadlines
* Ability to work flexibly
* Effective written and verbal communication skills
* Confidence in carrying out practical tasks
* Willing to self-improve /attend training
* Able to attend the site in an emergency

**Other**

* This post is subject to an enhanced Disclosure and Barring Service check
* Commitment to equality of opportunity and the safeguarding and welfare of all pupils
* Willingness to undertake and contribute to professional development activities

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*