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| **Blessed Robert Sutton Catholic Voluntary Academy** | | | | |
| **Job Number** | **Post Title** | **Grade** | **Points** | **Date** |
|  | **Community Lettings Officer** |  |  |  |

**Reporting Relationships**

**Responsible to:** Head teacher delegated to Buildings & Site Supervisor

**Statement of Purpose**

Job Purpose: Under the direction of the Head Teacher, oversee the School’s evening and weekend lettings, ensuring customers are appropriately serviced in accordance with the school’s Lettings Policy. Undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.

Community Lettings Officers are required to support the premises team where necessary with the ability to respond flexibly to changing priorities and changes in routine. The person appointed will be expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the Head Teacher.

Working Environment: The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so.

**Facilities Maintenance**

Ensure that the daily Health and Safety checks are carried out prior to the lettings starting

**Security of Premises**

To have overall responsibility for the supervision of the school premises including:

* Locking and unlocking the premises
* Carrying out security checks, including the site perimeter and frequent patrols of the schools grounds
* Operation of fire, security systems and All weather pitch floodlights
* Operation of boilers for heating and hot water
* Responding to emergencies affecting the school premises
* Attention to security is very important to ensure there is no unauthorised access during the hire period.

**Lettings**

**Artificial Grass Pitch**

* Supervise and enforce the footwear policy
* Prevent inappropriate use of the grass area
* Ensure that spectators watch from outside the fence
* Maintain the artificial grass and complete the maintenance log
* Maintain and ensure that equipment are in good working order
* Check, alter and replace netting on the goals
* Check and alter hooks on the dividing nets
* Ensure that users vacate the pitch on a time for the next hirer

**Sports Hall**

* Ensure that the area is fit for purpose
* Set up equipment

**Changing Rooms**

* Open the dedicated changing rooms
* Ensuring that the area is clean and tidy
* Ensure that all the appropriate paperwork are completed and filed.

**General**

* Carry out emergency cleaning duties which may arise
* Where necessary, ensuring that main entrances and paths are clear of snow or ice by applying salt
* To maintain a highly visible, friendly and approachable presence during lettings
* ‘Troubleshoot’ problems as they arise
* General porterage and collection activities as required including setting up and clearing away furniture.
* To attend to, where necessary, personnel visiting the site such as contractors, representative of utilities (gas, electric) and monitor any work being carried out within the post holder’s area of responsibility.
* To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team
* Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away chairs and tables.
* Cleaning floors and other communal areas as requested by Building & Site Supervisor
* Ensure any Health & Safety issues are reported to the Building & Site Supervisor
* Ensure safe working practices and the correct use of plant and equipment at all times.
* Safe storage of all cleaning and COSHH materials
* Contributing to risk assessment
* Other duties arising from the use of the premises

**Customer Care**

* To carry out your duties in a polite, efficient and cheerful manner building relationships with users
* To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values
* To promote a favourable image of Blessed Robert Sutton Catholic Voluntary Academy to all Community users
* To present high standards of personal appearance in accordance with the schools ethos and values
* The post holder may be required to undertake training as necessary such as a Manual Handling course, First Aid at Work, etc.

**Professional Accountabilities**

The post holder is required to be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. In addition they are to contribute to the achievement of the school’s objectives through:

**Safeguarding**

* Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.

**People Management**

* To comply and engage with people management policy’s and processes
* Contribute to the overall ethos of the school.
* Establish constructive relationships and communicate with other agencies/professionals.
* Attend and participate in regular meetings.
* Participate in training and other learning activities and performance development as required.
* Recognise own strengths, areas of expertise and use these to advise and support others.

**Equalities**

* Ensure that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

**Climate Change**

* Delivering energy conservation practices in line with the corporate climate change strategy.

**Health and Safety**

* Ensure a work environment that protects people’s health and safety and that promotes welfare and which is in accordance with the Health and Safety policy

**This job description is not necessary a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as the Headteacher, Building & Site Supervisor may require. It may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.**