**Lettings Officer**

Leeds

**Salary: £17,072,** SCP15 pro rata

**Contract:** 20 hours per week, AYR

**Start date:** As soon as possible

**Benefits include:**

* Generous annual leave, plus bank holidays
* Local government pension scheme
* Childcare vouchers
* Co-operative flexible benefits, including cycle to work
* Co-operative credit union
* Health-care cash-back scheme
* Discounted gym membership and leisure activities
* Season ticket and rental deposit loans

**Closing date:** Friday 29 December 2017 at 9.00am

**Interviews:** W/C 1 January 2018

**Applications: must be on our application form.**

**Co-op Academy Priesthorpe** aims to provide an outstanding education for all our learners, founded on co-operative values, at the heart of the community.

We are seeking to appoint a candidate to oversee the general lettings provision within the Academy, outside of school hours, working under the direction of the Site Team.

A key part of the role in the future, will be the development of the lettings provision in a wider sense, and increasing the amount of revenue this brings in. The role would involve some weekend and mainly evening work.

This is a developing role, and its remit continues to evolve.

For more information about Co-op Academy Priesthorpe, please

visit www.priesthorpe.org, for more information on the Trust, please visit our website **coopacademies.co.uk**

To apply please visit the Academy website

Co-op Academy Priesthorpe

Priesthorpe Lane

Pudsey

Leeds

LS28 5SG

t: 0113 257 4115 e: info@priesthorpe.org i: www.priesthorpe.org

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check. We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to co-operative values and principles.

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| **Lettings Officer** | **Salary – as detailed on advertisement** |
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| PURPOSE OF ROLEWe are seeking to appoint a candidate to oversee the general lettings provision within the Academy, outside of school hours, working under the direction of the Site Team. Line Manager | Site Manager |
|  |
| **KEY ACCOUNTABILITIES** (and specific duties/ responsibilities) As key member of the finance team supporting the F&RD and members of the senior management team* Be a significant member of the Site Team, leading on the Lettings provision and out of school services.
* Actively seek out and recommend improvements to processes within the site team;
* Be an active and supportive member of the site team;
* Adhere to the Trust’s policies and procedures as set out in any documentation available to staff, and
* Work within the Co-operative Academies Trust health and safety policy to ensure a safe working environment for staff, learners and those coming into contact with the academies.

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Trust; andThe post holder is required to undertake additional such duties as may be reasonably be expected within the scope and grading for the post. |  | PERFORMANCE MEASURES* Systems developed and being effectively used for reporting on lettings within the team
* Effective communications to all relevant stakeholders takes place; and
* Positive feedback in relation to the role.
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| **Personal Attributes Required Based On Job Description** |
| **Attribute** | **Description** | **Essential** | **Desirable** | **How measuredApplication form (A) Interview (I)** |
| **Background & knowledge**This should include experience, knowledge, skills, qualifications | **Qualifications*** Appropriate level of education

**Experience*** Experience of working in a similar role, with and without supervision
* Experience of operating within an education or service sector environment

**Skills, Ability & Knowledge*** Up to date knowledge of Health and Safety
* Excellent organisation skills
* Excellent communication (oral and written) and interpersonal skills
* Proven track record of building strong personal relationships and credibility

 **Personal Qualities*** An innovative approach and high energy levels
* Enthusiastic and action orientated
* Commitment to team and strong team player
* Strong commercial acumen and strategic thinking ability
* Able to manage conflicting priorities and changing requirements in line with Co-operative values and principles.
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