

Rutherford House School
217 Balham High Road
Wandsworth
South West London
SW17 7BQ
Tel: 020 8672 5901
www.rutherfordhouseschool.org.uk

Lettings Assistant
Scale 1 - Spine Point 10 Hourly rate £10.28
Monday – Thursday 8 hours (7pm – 9pm) and/or Saturday
8.45am – 2.45pm 6 hours (with potential for longer hours on
Saturday) This role can be added to other support staff roles.
Permanent Part-time
To start May or September 2018

Due to the growth of the school, Rutherford House School in South West London is looking to appoint a motivated and dynamic Lettings Assistant to facilitate the lettings of the school after school hours and on Saturday.

The Lettings Assistant will be part of the premises team. The Premises team is responsible for and co-ordinate the delivery of property maintenance, cleaning services, security, heating, lighting and plant and health and safety within the school premises and grounds. As the school continues to grow there is the possibility of more hours for the Lettings Assistant, as going forward we would like the premises team to fully co-ordinate and administer the out-of-hours community use of the sports facilities and hall.

The successful candidate will need to have relevant experience in a similar position i.e. in a lettings role. The chosen candidate will take responsibility for facilitating the use of the school premises in the evenings and Saturday, check the premises for use and liaise with potential customers and those using the building. They will also have responsibility for securing the security of the building. Our outstanding candidate will have the strong interpersonal skills to foster links between the school, customers using the school and wider community.

Rutherford House School is the first free school established by Bellevue Place Education Trust committed to providing a broad, and exciting education in a happy environment.

If you are ready for a new and exciting challenge we will offer you:

- The opportunity to develop your career within a supportive and friendly team
- A positive and innovative working environment
- A strong and growing network of partner free schools, driving up standards and providing valuable support to staff.

Visits are warmly encouraged. There are two Open Mornings where you will have an opportunity to speak to Mrs Mallett (Headteacher) and have a tour of the school. The dates are: Thursday 19th April (9.00 a.m.) and Friday 20th April (2.00 p.m.). Please contact Ms Angela Smith to make an appointment on either **020 8672 5901** or angela.smith@rutherfordhouseschool.co.uk

We encourage interested applicants to read our website carefully <http://www.rutherfordhouseschool.co.uk/>. You will quickly see that you are applying to an extremely creative, successful school with a clear ethos of achievement, continuity and enjoyment for our pupils.

If you have the skills, experience and drive to be successful in this role, please download and complete the attached documents.

Application packs are also available from angela.smith@rutherfordhouseschool.co.uk or can be downloaded from our school website at www.rutherfordhouseschool.co.uk

Please email your completed application form to angela.smith@rutherfordhouseschool.co.uk. Please put the position you are applying for in the subject line

Closing Date for applications: Friday 27th April 2018 (4.00pm)

Interview Dates: Thursday 3rd or Friday 4th May 2018

Start date: May or September 2018

As part of BPET and Rutherford House's commitment to safeguarding and promoting the welfare of children and young people, all employees employed within schools are required to undergo an enhanced DBS check.

Further details can be found on the Disclosure and Barring Services website <https://www.gov.uk/disclosure-barring-service-check>

Rutherford House School welcomes a diverse population of both children and staff and committed to promoting and developing equality of opportunity in all its function.