**Job Description**

**Lettings Assistant- Villiers High School**

**Line Manager – Finance and Lettings Officer**

**Hours: 20 hours per week– primarily evenings and weekends throughout the year**

Main Duties and Responsibilities:

Security of Premises

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

1. Locking and unlocking the premises

2. Ensuring community users sign the Lettings sheet

3. Carrying out security checks, including the site perimeter and frequent patrols of the school’s grounds

4. Operation of fire and security systems

5. Attention to security is very important to ensure there is no unauthorised access during the hire period

Other Janitorial and Support Duties

1. To be proactive in maintaining excellent cleaning

2. Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away chairs and tables, or moving water urns

3. Ensure any Health & Safety issues are reported to the Finance and Lettings Officer and/or Director of Finance and Facilities

4. Ensure safe working practices and the correct use of equipment at all times.

5. Safe storage of all cleaning and COSHH materials

6. Where necessary ensure that main entrances and paths are clear of snow or ice by applying salt

6. Other duties arising from the use of the premises

General

1. To meet and greet community users and escort to area of school that has been hired.

2. To maintain a highly visible, friendly and approachable presence during lettings

3. To carry out your duties in a polite, efficient and cheerful manner building relationships with regular users

4. To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values

5. To present high standards of personal appearance in accordance with the schools ethos and values

6. To demonstrate good environmental practice (such as energy efficiency, recycling and waste reduction) in exercising the responsibilities

7. Any other duties deemed necessary by the Lettings Manager.