Oaklands School

**Job Description**

 **Premises Services Lettings Assistant**

## Grade: SC3

Hours of work: Monday        3.30 – 8.00pm

Tuesday         3.30 – 7.30pm

Wednesday 3.30 - 9.30pm

Friday          3.30 – 8.30pm

19.5 hours per week (with potential to 25 hours per week)

*Additional hours may be available and agreed during school holidays.*

Contract Type: Initially fixed term to 31st August 2024

 Term time only

Salary: Hounslow pay scale SC3 (Point 5-6)

 Actual salary £11,558 to £11,748 per annum

Responsible to: Senior Site Manager

### Main purpose of the job

The Premises Services Lettings Assistant is responsible for maintaining a School presence during periods of hire, for ensuring school processes are followed, for handover of the building at beginning and end of hire periods and for carrying out listed duties relating to the daily operation of building services within the school and college.

### Main responsibilities and tasks

1. To oversee the use of the school’s facilities for lettings.
2. Monitor the companies contracted for lettings, ensuring that premises are cleaned as required and the site is kept safe and secure.
3. Record and report any issues related to school’s lettings/building hire during the weekdays and at weekends including on the school online system if required.
4. If required, to address issues when they occur.
5. Locking and unlocking areas of the school according to need before, during and at the end of hire.
6. To undertake internal and external site maintenance tasks such as minor plumbing, painting and decorating according to a schedule produced by the Senior Site Manager.
7. Ensure the safety of school property and that processes are followed.
8. To undertake all duties reliably and in a flexible and constructive manner.
9. To ensure that health and Safety procedures are consistently followed.
10. Any other tasks related to Oaklands Schools lettings and site team duties as required

**Equal Opportunities**: The School has a strong commitment to achieving equality of opportunity and expects all employees to implement and promote this in their own work.

**Health and Safety**: The School is committed to a healthy and safe working environment and expects all its employees to implement and promote its policy in all aspects of their work.

**Confidentiality**: The School is committed to maintaining the privacy of all its staff and pupils. It expects all staff to handle all individuals’ personal information in a sensitive and professional manner. All staff are under an obligation not to gain access or attempt to gain access to information they are not authorised to have.

**Safeguarding**: The School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.

# SIGNATURES

Name of Line Manager: ………………….……………………………………..

Signed.………………………………………… Dated……………………………….

Name of Post holder: …………………………………………………………...

Signed…………………………………………. Dated………………………………

The duties of this post will change and develop over time. It is the manager’s responsibility, in conjunction with the post holder, regularly to review this document and amend it when necessary