

## **Park High School Job Description**

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Post Details:	<b>LETTINGS ASSISTANT</b>
Scale:	£9.00 per hour
Hours:	Saturdays and Sundays – Approximately 6½ hours each day
Term:	As and When contract
Responsible to:	Facilities & Operations Manager

### **JOB DESCRIPTION**

#### **Main Purpose of the Job**

Liaison and contact point for organisations, community groups and individuals using the school facilities at the weekend. Opening and closing the site and setting the alarm.

To support the premises team with general handyman/DIY tasks as reasonably directed by the Facilities & Operations Manager.

#### **Responsibilities**

1. To be the main point of on-site support for those using/hiring school facilities for activities outside of the normal school working day. Customers will include voluntary groups and students, church groups, drama and sports clubs, school staff and students.
2. Ensuring that those using the facilities abide by the school lettings policy as well as ensuring that the school is delivering what was agreed when hiring out the premises e.g. clean tidy rooms.
3. Ensuring the facility is clean and set up as required for each letting; that the facility is cleaned and set away following each letting.
4. Responding to any customer comments or complaints and ensuring that these are fed back to the Facilities & Operations Manager/School Business Manager.
5. Ensuring that the school site remains secure during the use of the premises out of hours and securing premises at the end of each session.
6. Ensuring that the premises are well cared for during any letting and ensuring that any rubbish is disposed of appropriately.
7. Minor property maintenance tasks including painting, as necessary.
8. Attending meetings as necessary.
9. Any other duties which are in line with the grade and general level of responsibility of the post.

## **PERSON SPECIFICATION**

### Essential:

- Willingness to develop own expertise;
- Knowledge of Health and Safety regulations;
- Commitment to School Equal Opportunities policy and procedure;
- Able to work well as part of a team and on own initiative;
- Enthusiasm for working in a co-educational, multicultural 11-18 school;
- Able to plan and organise own schedule of work;
- Clear verbal and written communication;
- Excellent attendance & punctuality;
- To be willing to undertake first aid training.

### Desirable:

- Experience of working in an education setting

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