

Durrington High School

Casual lettings assistant

JOB DESCRIPTION

What is the purpose of the job?

- ◆ To provide high quality service to individuals/organisations hiring the school facilities
- ◆ Be responsible for safeguarding and prioritising the welfare of children
- ◆ Engage with clients to develop longstanding professional relationships
- ◆ Promote our facilities to the community

What do you have to achieve?

- ◆ Ensure the site facilities are appropriately used and are clean and secure at the beginning and end of each hiring
- ◆ Liaising with hirers and the site team to ensure a high quality service
- ◆ Report any damages/defects to the Director of Operations

What are the job particulars?

- ◆ DMAT casual rate £9.99 per hour
- ◆ Accountable to the Director of Operations and the Headteacher
- ◆ The Headteacher may from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

Activities – what do you have you have to do?

- ◆ Unlocking and locking areas and rooms, buildings and the Astroturf as per bookings
- ◆ Meeting hirers at the beginning of each letting, ensuring facilities requested are unlocked and available
- ◆ Staying in attendance on the school site, dealing with any problems or queries as they arise
- ◆ Being responsible for the security of the site, ensuring that the school is secure and alarms activated at the end of each letting
- ◆ Promote and safeguard the welfare of children and young people at Durrington High School
- ◆ Contribute to the provision of an excellent sporting and learning environment
- ◆ Maintain confidentiality at all times
- ◆ Carry routine maintenance – grounds/buildings as required
- ◆ Ensuring all documentation is maintained and accurate
- ◆ Ensure the site is ready for school use the next day following hire periods.
- ◆ Take the lead in emergencies/evacuations whilst on site. Ensure the building is fully evacuated and laisse with the emergency services. Use the out of hours emergency contact list as appropriate.

Person Specification

| Attributes | Essential | Desirable | How identified |
|----------------------|--|--|--|
| Physical and sensory | <p>Ability to work under pressure and manage time effectively</p> <p>Demonstrate robustness and emotional resilience in challenging situations.</p> | | Evidence will be taken from your application, interview and references |
| Qualifications | | If the successful applicant is not first aid trained the expectation is that they will gain this as soon as possible | Evidence will be taken from your application, interview and references |
| Experience | <p>Successful experience of working with the general public.</p> <p>Able to work as part of a team and use initiative</p> | <p>Experience of working with young people 11-16.</p> <p>Experience of working in the leisure industry.</p> | Evidence will be taken from your application & interview |
| Training | Willing to engage with training | | Evidence will be taken from your application, interview and references |
| Specialist knowledge | | Successful experience of working in lettings | Evidence will be taken from your application, interview and references |
| Skills and qualities | <p>Proven willingness and capacity for hard work.</p> <p>Excellent customer service.</p> <p>Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity.</p> <p>Highly motivated, clear thinking and principled.</p> <p>Committed to equality of opportunity.</p> | | <p>Interview</p> <p>Tasks</p> <p>References</p> |