



Marymount

LONDON

Candidate Information Pack

Lettings Coordinator

(Part-Time)



Marymount International School, London is an independent day and boarding school for girls, nurturing the limitless potential of curious, motivated students (ages 11 – 18) of diverse faiths and backgrounds. Inspired by the charism of the RSHM, we proudly stand as the first all-girls' school in the UK to adopt the International Baccalaureate curriculum, which promotes independent thought within and across a broad range of disciplines.

Marymount girls love to learn and learn to love in an inclusive environment that challenges and supports them as they develop into their best selves. They are empowered to build confidence, spirituality, leadership skills and a sense of self on a seven-acre idyllic garden campus conveniently located just twelve miles from London.

Who we are teaching is as important as what we are teaching. Whether innovating in our STEAM Hub, debating in class, dancing on the stage, or learning a new world language, students are encouraged to

sharpen their critical thinking skills, collaborate with others, and celebrate our diverse community of over 40 nationalities.

The School's holistic approach to learning delivers a well-rounded education that promotes excellence in all areas of school life. Securing top university placements beyond Marymount, our graduates are global citizens prepared to make a difference in the world.



We have an exciting opportunity for a Lettings Coordinator to further develop the school's external lettings and eventing business. The successful incumbent will have the opportunity to shape the direction of this newly created expansion role, increasing the income generated to enhance and support the work of the school.

Marymount International School is a friendly and happy school where staff are valued. Staff who join will enjoy a professional and supportive working environment. Staff development is a high priority and there are many opportunities for CPD.

Purpose

The Lettings Coordinator will work with the Deputy Bursar to manage the school's event bookings and lettings. You will be responsible for letting the school's facilities to external hirers on a profitable basis, however also working in partnership with local schools and organisations on public benefit basis.

Locations for hire include our boarding houses, function and conference rooms, classrooms, auditorium, sports hall, and chapel as well as our beautiful grounds and all-weather courts.

You will ensure effective delivery and outstanding customer service, which reflects the school's standards and reputation. This will be achieved through thorough planning and effective liaison with all operational areas, such as Facilities, Catering and Faculty.

Reports to: Deputy Bursar

Hours: This is a part-time, all year-round position. The normal hours of work will be from 10am to 2pm (or similar), Monday to Friday. Additionally, there is a requirement for flexibility to work evenings and weekends when meeting prospective clients or managing events.



Duties and Responsibilities

The Lettings Coordinator will:

- Assist in the management and operation of all external events and lettings.
- Provide a central point of contact for all external enquiries for the use of the schools' facilities.
- Manage the lettings calendar to ensure there are no clashes with the extensive programme of annual school events and extracurricular programme.
- Ensure effective and high-quality customer service to facilities users, including advance notice of any unavailable dates on a termly basis.
- Assist the Deputy Bursar to meet the financial outputs set for external lettings.
- Maintain the lettings charges and in conjunction with the Bursar, ensure lettings charges increase annually by the agreed increase, and that this is communicated in advance to all facilities users in a timely manner.
- Ensure all hirers understand the conditions of use and any other important information is effectively communicated to customers.
- Assist with the creation of all marketing and media materials for the promotion of external letting opportunities, including regular social media posts.
- Prepare lettings agreements and ensure appropriate agreements are in place for all external letterings either income generating or on a public benefit basis.
- Ensure that staff in residence are informed of lettings during term time and the school holidays as necessary.

Other Duties

- Attendance and support at key School events, when required, such as Open Mornings and Graduation
- Any other duties as required by the Head or Bursar commensurate with the post.

Additional Information

- This is a all year-round position with a larger work load in the school holiday periods
- A maximum of two weeks' holiday will be agreed during the period from Easter to the end of the Summer holidays in order to effectively coordinate any residential lets, such as Summer School
- Out of term time, there may be a requirement to work additional hours. Additional hours worked in this respect are taken back as time in lieu at a mutually agreeable time which is convenient to the school, normally in term time.
- Out of term time, this position requires a more hands-on approach with managing events and liaising with clients.

The Person

Essential

- Customer focused with a 'can do' approach
- Excellent organisational skills with a high level of attention to detail
- Professional and friendly demeanour
- A determined self-starter with an ability to see jobs through to completion
- Proactive and able to take responsibility for own work without supervision

Ethos & Whole School Values

Essential

- Committed to Marymount as a school with high academic standing, providing a holistic education and outstanding pastoral care.
- Committed to the RSHM values
- An understanding and affinity with the School's Catholic ethos.
- Committed to operating as part of the School community

Desirable

- A willingness to give generously of their time and support school events and activities

Qualifications and Training

The successful candidate will have the following:

Essential

- Good standard of general education
- Excellent written and spoken English

- Excellent IT skills

Desirable

- Events management or leisure/ hospitality qualification

Skills, Knowledge and Experience

Essential

- Highly organised and adept at prioritising work
- Knowledge and experience of selling services/facilities
- Excellent interpersonal and communication skills, with the ability to relate well to a diverse range of people

Desirable

- Experience of working in an educational environment
- Experience of working in events or lettings environment

Safeguarding & Pastoral

Essential

- Committed to safeguarding and promoting the welfare of children and young people
- A satisfactory Enhanced Disclosure from the DBS



How to apply

To apply, candidates should complete the School application form and e-mail it, together with a covering letter (both as PDF files please), to Mrs Rebecca Macefield at hr@marymountlondon.com. Mrs Macefield can also be reached by calling the Business Office on 020 8949 0571.

Closing date for applications: Friday 22nd July 2022 at 9.30am

Interviews at school: Week commencing 25th July 2022

Salary: £25,000 – £30,000 FTE (£12,500 – £15,000 actual) dependent on skills and experience

Start date: September 2022 or as soon as is practical

Marymount International School, London is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and satisfactory references.

Marymount International School, London is proud to be an Equal Opportunities employer and welcomes applications from all sections of the community. Our Marymount family is richly diverse with many different backgrounds and cultures represented. This diversity is valued and respected. All job applicants will be considered solely on their ability to do the job.



Pension

Subject to meeting the qualifying conditions, all Support Staff are automatically enrolled in our workplace pension scheme, currently provided by AVIVA with employer contributions of 6% (auto-enrollment) or 8% of basic salary.

Holiday

20 days annual leave, which may be taken any time as long as pre-approved and not at peak letting periods of the year.

Employee Assistance Programme

Health Assured provides an employee assistance programme, which includes access to free confidential counselling, financial and medical support 24 hours per day, seven days a week.

Fee Remission

Staff are eligible for School Fee Remission for children attending Marymount London. The child(ren) of employees are subject to the same admissions assessments as other children and employment in no way guarantees that an offer of a place for your child will be made. Full details are available from the Business Office.

Personal Accident Insurance

Insurance is in place in the event of an accident leading to permanent disability or injury, providing a lump sum payment.

Meals & Parking

Staff are provided with lunch in the dining room, as part of the student supervisory procedure. Parking is provided free of charge on campus.

Cycle to Work Scheme

Staff have the opportunity to take advantage of the cycle to work scheme
www.cyclescheme.co.uk

Fitness Suite

Use of the school fitness suit at designated times.