

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!

Job Description

JOB TITLE:	Lettings Assistant
DEPARTMENT:	Facilities and Operations
GRADE:	Grade 4
REPORTING TO:	Lettings Officer/Facilities and Operations Manager
RESPONSIBLE FOR:	None
LIASING WITH:	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

Main Purpose

To facilitate school lettings for community/club use outside of normal school hours this includes working evening and weekends.

Ensuring that activities follow the Trust's Lettings Policy and booking procedures.

Ensuring that the school premises are kept orderly, safe and in good repair, reporting any Health and Safety issues.

Ensure that school site security is maintained during the lettings and that premises are locked up and alarmed when lettings have finished.

Undertake basic premises and maintenance checks.

Main Duties

Portfolio

Customer Services – Meeting & Greeting facility users.

To maintain high levels of customer care for all hirers/users including acting as a point of contact for any queries.

To oversee lettings during the evenings and weekends, ensuring that facilities are adequately set up and that the condition of the school's premises are assessed before and after use.

Ensure the correct booking of lettings, the completion of relevant paperwork and ensuring all bookings and payments are recorded accurately on school Tucasi Booking Pro System, and to take onsite payments where necessary.



Mission

'Excellence every day,
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Vision

'To create a community of inclusive schools where
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Values

- Respect
- Resilience
- Relationships

To open the premises and prepare for use. To supervise the vacation of the premises at the end of the hire period. Ensuring all lights are switched off, all doors and windows are locked and alarms are set. Ensure external gates are locked when leaving school site.

To monitor and ensure Health and Safety compliance in line with Trust's Health & Safety Policy. To be aware of and communicate to user's fire and evacuation procedures.

To maintain Swimming pool water treatment to contract specification, if working at a School with a swimming pool facility.

To report any accidents to the Lettings Officer and ensure that any accidents are reported following school's accident reporting procedures.

To proactively deal with any issues, so that the lettings process runs smoothly and that safety and security are maintained at all times.

To undertake minor maintenance tasks in and around the school, ensuring that work is carried out safely and to a high standard, such as litter picking, cleaning up spillages, clearing paths of snow etc. Ensure that litterbins are emptied when necessary.

Regularly checking the proper operation and function of alarms, fire equipment and ensuring emergency exits are not obstructed.

To complete signing in and out reports for lettings, reporting any discrepancies in times or the condition of the premises to the Lettings Officer.

To set up the hall for events or activities as required, including the sound system in line with Manual Handling guidance's and Safe Systems of works.

To set up tennis courts, sports hall, sports fields as required by hirers/users.

To ensure the facilities are ready for school use the following day. Storing away any equipment used by hirers.

Take suitable measures as deemed necessary to ensure the protection of the school and its occupants.

Report any trespass on the school premises and grounds, and ensuring unauthorised parking of vehicles does not occur.

Reporting acts of vandalism to Lettings Officer/Facilities & Operations Manager and/or Police as necessary.

To maintain a presence around the school site to ensure that the highest standards of behaviour and site usage are upheld.

Ensure that all keys for the school are kept secure at all times.

To fully comply with the Emergency Action Plan.

At all times work in accordance with the 'Normal Operating Procedures'.

To operate in accordance with all the School's Policies and any procedures relevant to the job role.



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To inform the local police of any security situations or concerns; in the event of an incident complete the relevant accident reporting forms.

When Lone Working comply with Trust's Lone Working Policy.

The post holder may be expected to assist cover holiday/sickness absences of other members of the team where available.

Any reasonable task as directed by the Headteacher/Facilities & Operations Manager which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.

Staffing and Resources

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

Other Professional Requirements

- Establish and maintain regular communication in the Trust
- Attend professional meetings as required
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust and specifically in relation to School Improvement
- Attend organisational meetings as and when required
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO



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Other Specific Duties

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.

Support For The Trust

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Safeguarding Requirements

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.



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This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<p>Qualified or working towards Fitness Instructor/Sports Coach Qualifications.</p> <p>First Aid Qualified.</p>	
EXPERIENCE		Previous experience of working in a sports centre would be advantageous.
SKILLS AND KNOWLEDGE	Excellent communication skills and Very good organisation skills.	
PERSONAL QUALITIES	Excellent communication skills and Very good organisation skills.	
FLEXIBILITY	Ability to maintain high standards of accuracy and have a calm methodical approach to work, delivering a high-quality service whilst under pressure.	



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