
Sandringham School

Job Description



Job Title: Lettings Manager
Accountable to: Headteacher through Assistant Business Manager
Accountable for: Co-ordination of lettings for the school
Hours: 15 hours per week, term time plus 2 weeks
Salary: H5 pro rata

Background

To manage and promote lettings at the school.

Key Tasks

Management of School Lettings

- To manage the school's Lettings programme ensuring that a balance is made between school needs and lettings
- Maintain a record of hirers including booking forms, insurance documents and VAT declarations
- Manage the contracts for all hirers, including the negotiation and drafting of new contracts and the review of existing contracts as required
- To manage the bookings system and ensure registers of users are maintained to enable accurate billing
- Work with Tucasi to ensure that the booking system works effectively and that system improvements are implemented
- Communicate bookings to the Campus Manager and site team
- Liaise with exam team and school staff concerning school exams/activities and resolve issues as they arise
- Liaise with the SandPit theatre staff regarding their events and lettings
- Liaise with site team regarding security provision and cleaning and channel maintenance needs
- To liaise with hirers and ensure customer satisfaction and elicit feedback on the customer experience. Deal with problems and issues arising from Lettings
- Close liaison with PE staff, co-ordinating lettings activities with the school's needs
- In the summer term, work with local primary school users of the swimming pool and with the Director of Learning PE to create a timetable for primary swimming lessons that fits with Sandringham's daytime usage of the pool
- To manage the Lettings Assistants and ensure that work is performed to agreed standards
- To manage the staff rota to ensure that the areas let are adequately staffed at all times

Business Development

- Maintain a timetabling system to manage demand and communicate plans to other staff
- Lead on capacity reporting for the school site and make recommendations for future use
- Negotiate prices and close business subject to adherence with Lettings Policy and approval procedure
- To attract new lettings from clubs and groups to maximise income and minimise vacant hire slots
- Conduct market research to establish pricing for the facilities in line with the market and community user needs
- To review the school's website with regards to Lettings
- To build relationships with Partners and community groups
- To arrange annual meetings with major users to discuss their contracts and experiences
- Co-ordination across the AAT on business development and use of physical estate and assets

Health and Safety

- Determine amendments to policies and update as required
- Conduct risk assessments
- Ensure signage and notices are in place, accurate and up to date
- Liaise with Premises Manager to ensure that equipment is checked regularly and maintained as necessary
- In conjunction with Campus manager, ensure that checking and maintenance of the 3G astro pitch is undertaken, flagging when total usage hours necessitates substantial maintenance and eventual carpet replacement

Budgeting and Finance

- Work with the Business Manager to produce reports of financial results for LG, Governing Body and any sub-committees
- Provide income projections for all facilities
- Raise invoices on the booking system in liaison with the school finance team to ensure accuracy and provide information as required
- Reconcile payments made and communicate outstanding payments to finance
- Resolve credit control issues in conjunction with the Finance Manager