



THE HIGH SCHOOL LECKHAMPTON JOB DESCRIPTION

JOB TITLE:	Lettings & Facilities Assistant
CONTRACT TERM:	32.5 hours per week <i>Term-time hours: 15:15 to 22:15 – Monday - Friday (to include 5 INSET days)</i> <i>PLUS</i> <i>3 weeks in School Holidays (to be discussed at interview)</i>
RESPONSIBLE TO:	Site Manager
GRADE:	NJC – Point 4
JOB PURPOSE:	Responsible for Lettings supervision, buildings and grounds maintenance

MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for the opening and closing school facilities
- To act as a key holder for the school and to remain onsite throughout customer bookings
- To carry out vital checks as necessary and light cleaning/tidying after lettings
- The setting up and clearing away of sports equipment, tables and chairs and other portorage as required
- To provide great customer service and communication
- To undertake site inspections throughout the school, identify and record repair and maintenance requirements
- To ensure that facilities are serviced and undertake any emergency cleaning tasks as directed.

PERSONAL QUALITIES

- Effective communication and organisational skills
- Flexible and able to use the appropriate skills when working alone
- Self-motivated and able to use initiative
- Committed to contributing positively to the life of the school and enjoy working with young people

REQUIREMENTS

Essential

- Good communication skills
- Willingness to participate in development and training opportunities
- Able to carry out some manual handling and lifting

Desirable

- Experience of working in a school setting or similar
- Experience in lettings

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This job description sets out the main duties of the post at the date shown below. Such duties may vary from time to time without changing the general character of the post or level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

July 2022