



## Job Description: Senior Lettings Assistant

<b>Pay range:</b>	C1
<b>Line Manager:</b>	Site & Lettings Manager
<b>Responsible for:</b>	N/A
<b>Hours of work:</b>	0 hours per week. Flexibility is required due to occasional weekend working.

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### Main purpose

To assist the Site & Lettings Manager in maintaining and improving the lettings process and in the facilitation of school bookings.

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### Main duties and responsibilities

1. Provide excellent customer services as a representative of the school and lettings
2. Meeting and greeting new/existing clients
3. Regularly checking the lettings schedule to ensure the smooth running of all sessions taking place and updating any communicated changes
4. Undertake relevant training as required
5. To be the first point of contact on site whilst lettings are in session
6. To report any complaints, reviews and health and safety issues to the Site & Lettings Manager
7. Ensuring appropriate set up and clean up for lettings and school events (any required cleaning and equipment setup)
8. Ensure that processes are in place for Health & Safety requirements to be explained to clients, including emergency procedures and sharing of other appropriate risk assessments
9. Assist the Site & Lettings Manager to ensure that equipment is checked regularly and maintained as necessary
10. Being a proactive person when notifying and rectifying any health and safety/safeguarding concerns
11. To assist with other school events such as Open Evenings and Parents Evening as required
12. To be a key holder for the school, opening and locking up the premises as necessary.

**Other duties and responsibilities:**

1. To participate in professional and personal development programmes as required, including training and performance review
2. To contribute to the lettings ethos through demonstrating a flexible approach to undertaking tasks and responsibilities
3. To contribute to the overall ethos/work/aims of the school
4. To be aware of, and comply with, policies and procedures relating to child protection and safeguarding, reporting any concerns to a designated person
5. To be aware of, and comply with, health & safety; security; confidentiality and data protection policies and procedures reporting all concerns to an appropriate member of senior leadership team
6. To support the School's Equality and Diversity Policy
7. To undertake any other duties commensurate with the grade of the post

**Variation in role**

Please note that specific responsibilities may be negotiated.

Given the dynamic nature of the role and structure of Guiseley School, it must be accepted that, as the school's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time, commensurate with the grading level of the post and following consultation with the post-holder.

*Our school is committed to safeguarding and promoting the welfare of children and upholding fundamental British values and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a Disclosure Barring Service Check.*

*We seek to promote diversity and equality of opportunity - applications are welcome from all, irrespective of gender, race, marital status, age, disability, sexuality, religion or faith. We also promote and practice the key Fundamental British Values to both staff and pupils.*

**Signed post holder** \_\_\_\_\_

**Date** \_\_\_\_\_

## Person Specification: Senior Lettings Assistant

	<b>Criteria (Essential / Desirable)</b>	
<b>SKILLS</b>	Ability to carry out minor repairs Ability to relate well to children and adults Ability to work constructively as part of a team Ability to organise and prioritise own workload Use of relevant equipment / resources	E E E D E
<b>KNOWLEDGE &amp; EXPERIENCE</b>	Awareness & experience of Health & Safety issues Experience of working with contractors and tradesmen Experience of working in a school environment	E D D
<b>QUALIFICATIONS/ TRAINING</b>	Relevant Health & Safety qualification or training GCSE or équivalent in English and Mathematics Participation in training and performance review	D D E
<b>OTHER REQUIREMENTS</b>	Willingness to be flexible with working hours to respond to School's needs Commitment to uphold School policies	E E