



## **EVENING LETTINGS OFFICER**

**ALT Grade C: £24,027 - £24,404 (FTE)**

**18.75 hour per week, 38 weeks per year (Term Time Only)**

**Monday – Friday 18:15 – 22:00**

### **A bit about you:**

You will be an organised person, with good customer service skills and excellent time management. Working largely as an individual but with ties to a large team, you will have good interpersonal and communication skills. Being able to prioritise your workload and manage your task list independently is essential to this role.

### **A bit about us:**

Cromwell Community College, a member of the Active Learning Trust, is a good, oversubscribed school which aspires to be outstanding. In 2020 we became the first all-through school (4-18) in Cambridgeshire and currently have EYFS, Year 1, Year 2 and Year 3 in our primary phase, a full secondary phase and sixth form.

We have a vibrant, modern learning environment enabling students to flourish academically and socially. Our central ethos of care, respect for the needs of others, courtesy and a warm community feel provides an atmosphere where our students can make the very best of their talents to achieve success and are inspired to fulfil their potential.

### **A bit about this role:**

This role will offer the opportunity to work as part of our Site Team, with a cohort of hard working, motivated staff. You will be given responsibility for the security of the school site during the evening lettings and for the customer service provision to our hirers. You will be tasked with ensuring the security of the premises throughout your shift, ensuring that only authorised persons are on site. You will also be responsible for the cleaning of the All Weather Pitch Pavilion and the inspection and maintenance of all lettings equipment, such as goalposts, badminton nets etc. to ensure they are safe for use by the hirers each evening. We operate a full calendar of lettings throughout the year, so ensuring users arrive and vacate on time is crucial to providing a smooth service to all.

### **Terms of Appointment:**

This is a permanent position offered on a part-time basis, working during school term time.

Working hours during term time are 18.75 per week – 18:15-22:00 Monday – Friday.

Other benefits include:

- Employee Assistance Programme
- Continued Professional Development
- Contributory Pension Scheme
- Free on-site parking

We can offer you an excellent opportunity for career progression both within the college, and the Trust, as well as a supportive professional environment with a highly visible and ambitious leadership team.

The Active Learning Trust is a family of primary, secondary and special schools based across Suffolk and Cambridgeshire. Since our creation in 2012 we have worked successfully in partnership with our schools to ensure the very best outcomes for every child and young person who we have the privilege to teach. At the heart of our Trust are the dedicated teams of teaching and support staff based in our schools, supported by the leadership and expertise of our Central Team. To find out more about The Active Learning Trust please visit [www.activelearningtrust.org](http://www.activelearningtrust.org)

The Academy and the Trust are committed to safeguarding and promoting the welfare of all children and young people. We expect all staff to actively share this commitment. All appointments will be subject to the taking of satisfactory references and enhanced criminal record clearance in line with the need to create and maintain a safe culture in our recruitment.

In line with our commitment to safeguarding and promoting the welfare of our students, appointment will be subject to DBS check and satisfactory references.

Applicants are thanked for their interest in Cromwell Community College.  
We are unable to accept CVs.

Full details and applications available from:

Mrs C Buckle, Human Resources Manager, Cromwell Community College, Wenny Road, Chatteris, Cambs, PE16 6UU.

Tel: 01354 692193

Email: [cbuckle@cromwell.cambs.sch.uk](mailto:cbuckle@cromwell.cambs.sch.uk)

Application pack available online at:

Cromwell Community College - Vacancies ([cromwellcc.org.uk](http://cromwellcc.org.uk))

**Closing date: Friday 9 August, 2024 at 12.00 noon**

We only accept applications submitted online via MyNewTerm, our chosen applicant tracking system, and which are completed before the closing deadline. Active Learning Trust reserves the right to interview and appoint prior to the advert closing date. With this in mind, we encourage you to apply as soon as possible.