



**POST TITLE: EVENING LETTINGS OFFICER**

**Hours – 18:15 – 22:00**

**RESPONSIBLE TO: FACILITIES MANAGER**

**PURPOSE OF JOB:**

To oversee the smooth running of community lettings during the evenings whilst ensuring appropriate and secure use of all facilities.

**MAIN RESPONSIBILITIES:**

- 1 Ensuring a high standard of cleanliness is maintained throughout the areas which are being hired, checking pitches and cleaning facilities being used at the All Weather Pitch (AWP) Pavilion and in College. This will be undertaken throughout the community use times.
- 2 Ensuring that the appropriate equipment and furniture is set out at the right time and in the correct places, liaising with site team colleagues, as appropriate, and that such equipment is immediately returned to the appropriate storage area after use. Checking against any equipment damage, or loss, and following this up on identification with the user concerned.
- 3 Identifying new ways to maximise letting income through use of college facilities and liaising with the Facilities Manager to explore these further.
- 4 Maintaining constant awareness of the physical condition of the building furniture and equipment, reporting to the Facilities Manager any damage to equipment or fabric of the buildings, making good any damage, where appropriate, until specialist services can be called to site and safety of users is maintained.
- 5 Ensuring that all users have a copy of the academy's fire safety policy and that hirer's are acquainted with emergency and evacuation procedures
- 6 Ensuring that users vacate the facilities at the correct time.
- 7 Ensuring all operations are carried out within the terms and conditions of the Lettings Policy and Health and Safety Regulations.
- 8 Conducting premises familiarisation sessions to new hirers in advance of their first booked session
- 9 Undertaking general cleaning duties as required.

- 10 Maintaining a vigilant attitude to security both in and around the buildings at all times.
- 11 Operation of the lighting systems efficiently and effectively to support the letting users, whilst at the same time being aware of the cost of energy when planning and managing usage.
- 12 Responsible for the locking and unlocking of college buildings, pitches and Pavilion, activation/deactivation of the intruder alarm and any alarm issues.
- 13 Acting as an Ambassador for the College face to face, by email or through the lettings programme used by the College in an efficient and courteous manner.
- 14 Providing first aid treatment as necessary and logging all incidents in accordance with College Health and Safety Policy requirements.
- 15 Responsibility for safeguarding and promoting the welfare of children.
- 16 Such other duties as may reasonably be required and instructed by the Facilities Manager