



ATHENA
LEARNING TRUST

Events & Lettings Officer

Applicant Pack

Closing date:

30th January 2025

Interview date:

TBC



Join Athena - Inspiring World-Class Education Together!

At Athena, we are a passionate and forward-looking educational organisation committed to providing world-class education and helping individuals **lead great lives**. Our core values of "**dream big, take responsibility**, and **be kind**" guide our mission to create a supportive and inclusive learning environment where everyone can excel and grow.

Job Title:	Events & Lettings Officer
School Base:	Bideford College
Closing Date:	30/01/2025
Interview Date:	TBC
Vacancy Start Date:	ASAP
Contract Type:	Permanent
Salary:	£12.17 ph

Bideford College

Being an Athenian

At Athena, we believe in the power of education to transform lives and shape a brighter future. We are dedicated to fostering a strong sense of community, where students, educators, and parents collaborate to achieve academic excellence and personal growth. Our commitment to "**dream big, take responsibility, and be kind**" underpins everything we do, inspiring our students to aim high, take ownership of their learning, and treat each other with respect and compassion.

We are inspired by wisdom, creativity and learning. Determined to create a world where all children get to go to great schools, our mission is to provide the knowledge and education to bring opportunities, choices and freedom.

If you want to be part of an inspirational team of big thinkers who will support you to develop your full potential and value your knowledge, passion, wellbeing and commitment, it sounds like you could be on your way to joining us and becoming an Athenian.



What makes Athena different

Our Commitment to you

We recognise that all of our people have a role to play in ensuring our students have access to world-class education and so each one is valued. We are committed to creating an inclusive and supportive work environment that promotes both personal and professional growth. We put staff wellbeing first and here are some of the benefits and perks you can enjoy as a member of our team:

Impact: positive outcomes for our students

Leaders: we see everyone as a school leader

Wellbeing: ensuring your time off is for you

Generous pension: the local government pension scheme

Employee Wellbeing Initiatives: support your physical, mental, and emotional health

Car Schemes: car schemes that cater to your commuting needs

Perkbox: discounts, benefits, and rewards to enhance your lifestyle

Join us on this journey to inspire greatness in ourselves and others. Together, we can create a brighter future and make a lasting difference in the lives of our students and the communities we serve.

People

passionate about making a difference in the lives of each other and our students

Development

investing in our employee's growth and development

No burn out

cut low-impact workload and champion staff wellbeing

Support

valuing our employee time and impact by investing it well and providing wrap around support

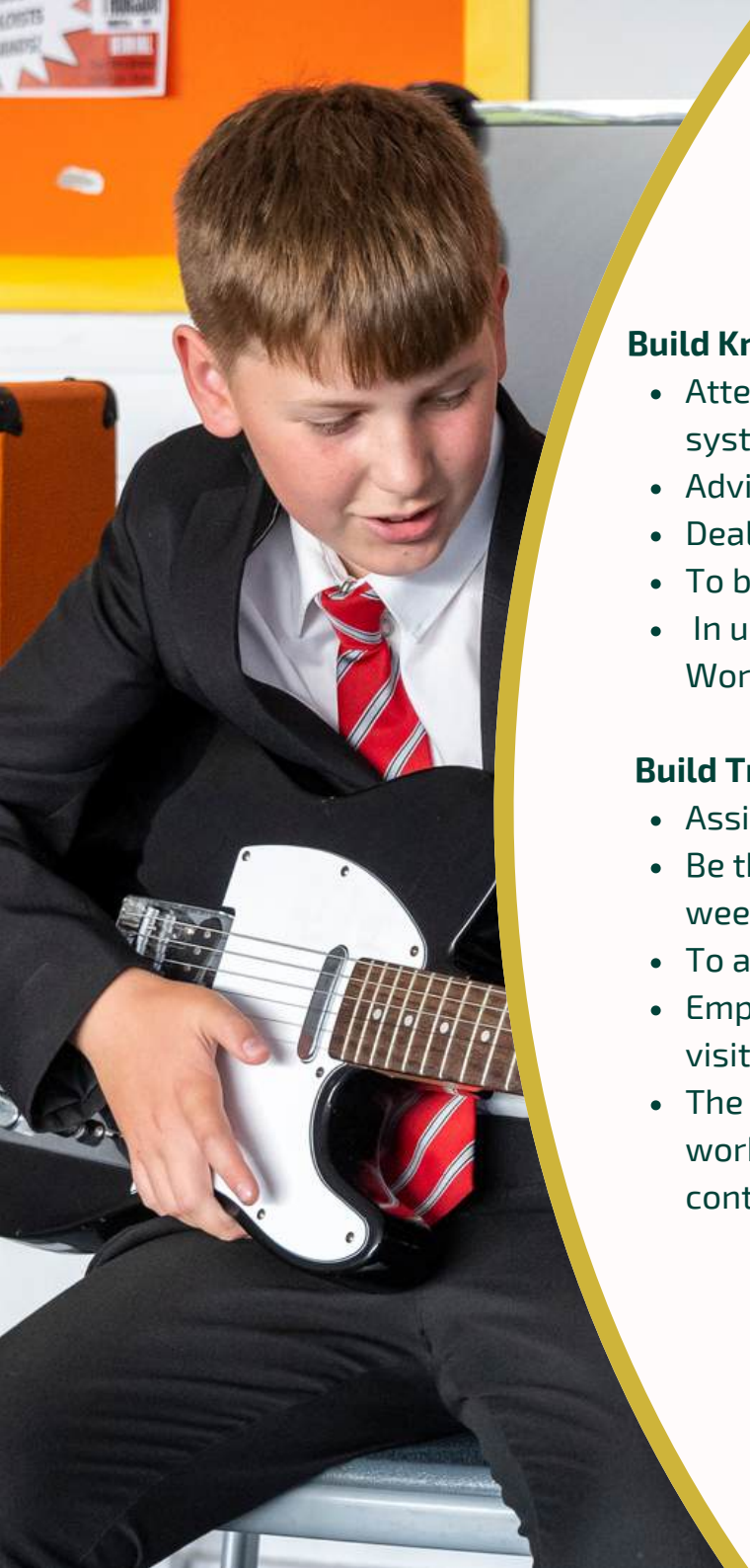
Flexibility

flexible working to promote work-life balance where possible



Role Summary

To be the primary weekend facilities operative with responsibilities for unlocking and locking of the main site. To be the first point of contact for all reactive lettings related communication whilst on duty. To carry out light administrative duties associated with internal and external hiring and letting of the College facilities. To provide our clients with a supportive, friendly and positive Front of House experience, and first class service.



What you will be doing

Build Knowledge

- Attend to necessary security arrangements while visitors are on site including monitoring of CCTV systems across site and Fitness Suite.
- Advise hirers on First Aid procedures as required.
- Deal with any accident/incident reports and notify Lettings Manager or Site Manager.
- To be responsible for safeguarding and promoting the welfare of children.
- In undertaking the above duties, the Health & Safety policy detailed in the "Health & Safety at Work Manual" in the College, must be followed.

Build Trust

- Assist visitors when they arrive and give appropriate directions and information.
- Be the first contact point for the Police, Fire and Emergency Services during incidents during weekend working hours.
- To act as a keyholder for the site, ensuring security at all times including the operation of alarms.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

What you will be doing

Prioritisation

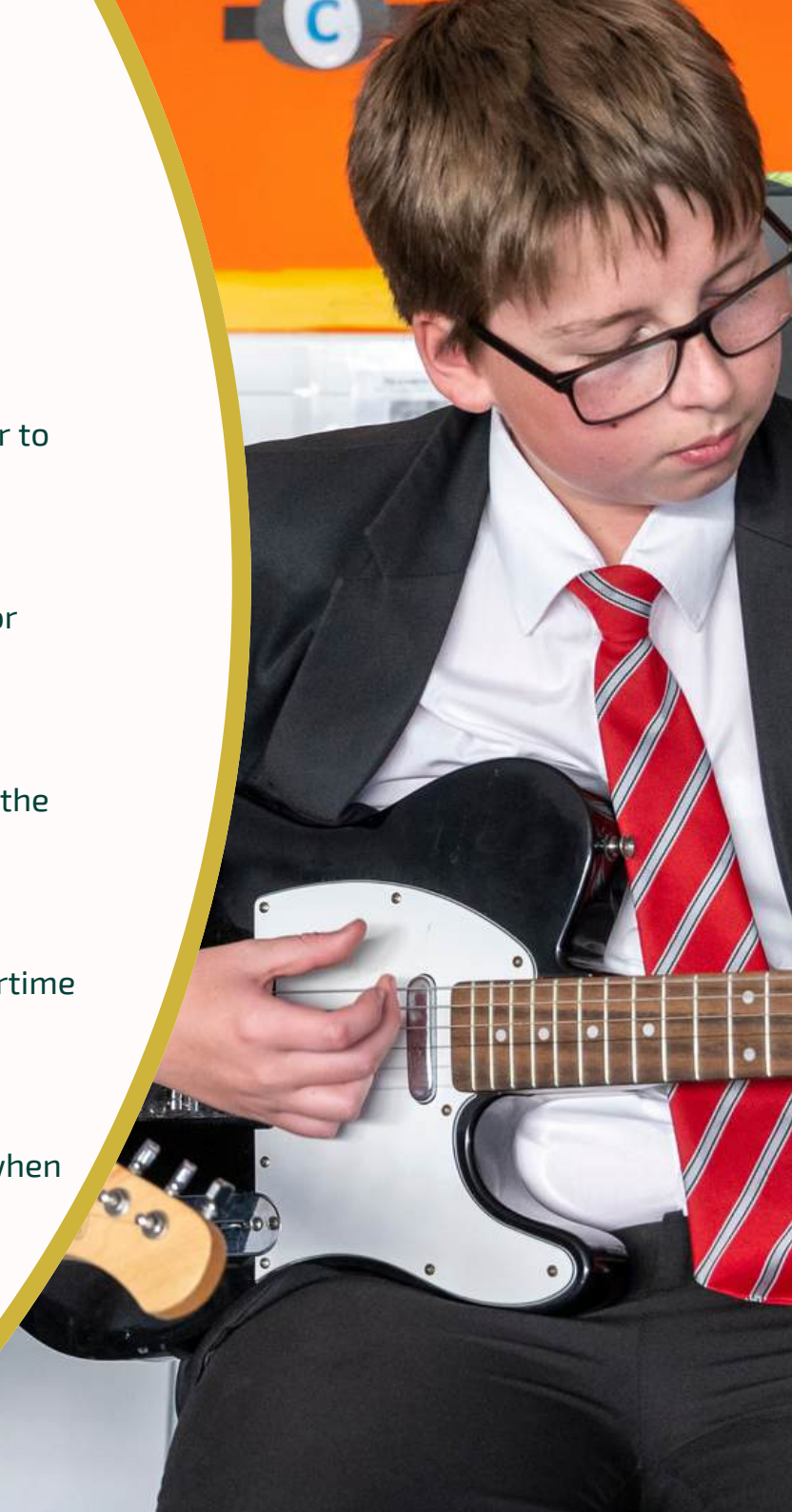
- Take provisional bookings using appropriate IT, Phone, and Communications.
- Deal with problems during hirings. Refer unresolved problems to Line Manager.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Clarity and Energy

- Assist Facilities Team with setting up and taking down of furniture and equipment for College/hirers use.
- Work on own initiative and as part of small team during non-core College hours.
- Undertake cleaning of hired areas, including toilets, as needed.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Follow Up

- Days are Saturday and Sundays, hours may be subject to change and occasional overtime during the week or to cover holidays may be required.
- Oversee any Fire and Emergency evacuations during weekend working hours.
- To continue personal development as agreed.
- Participation in a programme of staff development. This will be undertaken as and when required.



How you will be doing it

Dream Big

- Deliver value opportunities for world class education for all students

Take Responsibility

- To maintain confidentiality of information acquired in the course of undertaking duties for the department.
- Ensure Health and Safety and Safeguarding are at the centre of your approach.
- Take accountability for your own development and aspire to deliver the very best practice across all areas of your role.
- To attend staff meetings and school-based CPD days as required.

Be Kind

- Support positive strategies for promoting equality and for challenging racial and other prejudice.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

You could reasonably be asked to work out of our partner sites to support where required.





Qualifications

- GCSE's or equivalent to include Maths & English at a C grade or above

Experience

- Excellent communication and customer service abilities.
- Organisational skills with a high level of accuracy and attention to detail.
- Ability to work independently and collaboratively.
- Demonstrated commitment to protecting and safeguarding children and young people.
- A practical working knowledge of IT applications, inclusive of google platforms as well as word, excel and PowerPoint
- A good standard of practical knowledge, skills and experience of working in an office environment (desirable but not essential)

How to Apply

If you are passionate about our values and dedicated to making a meaningful impact on education, we invite you to apply. **Please complete the application form on My New Term** and tell us about how you connect with our values of "**dream big, take responsibility, and be kind**" and what you feel you can contribute to our team and our goal to deliver world class education.

Athena Learning Trust is committed to **safeguarding** and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All posts are subject to Enhanced DBS clearance and appropriate pre-employment checks.

We reserve the right to close this advert and interview and appoint earlier than the advertised closing date should there be a good response to the advert, so early applications are advised.

Apply now

and experience the difference in a rewarding and meaningful career in education.