

**KATHERINE WARINGTON SCHOOL, HARPENDEN**

**Summary Job Description for Lettings Assistant - June 2024**

**Salary:** £8.60 per hour (16-18), £10.50 per hour(18-20),£11.50 per hour(21 and over)

**Job Summary:** An energetic, enthusiastic person is needed to assist in the smooth operation of our Sports Centre and Lettings operation and help to ensure the safety of its users.

**Hours:** Shift pattern (minimum of 3 hours per shift).  
Usually evenings between 5 - 10pm and weekends between 8am and 10pm.

**Reports to:** Lettings Manager/School Business Manager

**Job Description**

- Meet and greet clients
- Setting up and clearing away equipment required for lettings
- Security of the building, including CCTV control, and locking of school buildings, as directed
- Car Park management where required.
- General maintenance, including cleaning duties, of the Sports Centre and equipment
- Cash handling, including accepting deposits/payments for casual bookings.
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, reporting all concerns to the appropriate person
- Observing behaviour of hirers to ensure safe and proper use
- Ensuring timely vacating of Centre when time has expired
- Administer first aid as required (training provided)
- Adhering to health and safety regulations.
- Cleaning of Sports Centre and other areas used by hirers.
- Any other tasks, as directed

**Person Specification**

**Essential / Desirable**

	<b>Essential / Desirable</b>
<b>Experience</b>	
Previous experience of working in a leisure centre or sporting environment. Good knowledge of customer care.	<b>D</b>
<b>Qualifications (training can be provided)</b>	
First Aid/Emergency Aid qualification.	<b>D</b>
Awareness of Health and Safety requirements.	<b>E</b>
GCSE (or equivalent) in Maths and English	<b>E</b>
<b>Practical skills</b>	
Supervising customers and able to exercise control where necessary.	<b>E</b>
Able to combine this with a friendly welcome for customers.	<b>E</b>
Able to manage cleaning and security.	<b>E</b>
Communicate effectively with users and colleagues.	<b>E</b>
Anticipate problems and prevent accidents – intervene to prevent behaviour which is unsafe.	<b>E</b>
Identify emergencies quickly and take appropriate action.	<b>E</b>
Give immediate first aid.	<b>E</b>
<b>Personal qualities</b>	
Able to work unsupervised.	<b>E</b>
Able to work under pressure, in a busy environment.	<b>E</b>
Able to work as part of a team.	<b>E</b>