



John Henry Newman Catholic College

Job Description

Post Title	Lettings Assistant
Location	John Henry Newman Catholic College
Salary Band/Range	Grade A £23,656 (FTE) to £24,027 (FTE)
Responsible to	Lettings Manager
Special Conditions	Casual / Variable Hours - Weekday Evenings (term time), Weekends and School Holidays
DBS Check	Enhanced

Job Purpose

To be responsible to the Lettings Manager for a wide range of responsibilities connected with the lettings and hire of College facilities.

Key Responsibilities:

- To undertake any relevant work as directed by the Lettings Manager.
- Report regularly to the Lettings Manager to determine priorities and report on issues associated with lettings.
- To be responsible for the security of the College premises.
- General site supervision.
- Open and close the College, including all appropriate gates, windows, doors, fire doors, and switching the intruder alarm on and off, for the purpose of lettings clients.
- Minimise trespass on the College premises or grounds.
- Move furniture and equipment as required.
- Alert the Premises Operations Manager of any repairs or maintenance work required at the College.
- Report acts of vandalism to the Lettings Manager as necessary.
- Maintain cleanliness and general tidiness of all external hard areas and empty litter bins as necessary.
- Maintaining the immediate grounds and gardens of the College to a high standard, to include regular litter picking whilst on shift.
- To undertake emergency first aid training, manual handling and fire marshal training.
- To be responsible for organising own workload ensuring that all appropriate tasks are completed on time.
- To understand and comply with the general and specific responsibilities or duties imposed by the Health and Safety at Work Act and COSHH regulations.
- Liaise as necessary with emergency services, including calling emergency services as appropriate.

Equal Opportunities

John Henry Newman Catholic College is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variations to Job Descriptions

Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the College therefore retains the right to amend job descriptions to reflect changing requirements.

Training and Development

The school is committed to the personal and organisational development of the individual. The post holder will be encouraged to identify job-related development needs.

Safeguarding

John Henry Newman Catholic College, part of Our Lady and All Saints Multi Academy Company (the MAC), has a responsibility for and is committed to safeguarding and promoting the welfare of children, young people and vulnerable groups. All employees and volunteers are expected to share this commitment.

Person Specification - Lettings Assistant

	Essential	Desirable
Education & Training		
No formal qualifications are required but the post holder must have basic literacy skills.	✓	
Skills & Abilities		
The ability to work independently but also be a good team player when the need arises.	✓	
The ability to work in an organised manner.	✓	
The ability to understand direct instruction from your Line Manager.	✓	
Knowledge of Safeguarding, Health and Safety and Lettings Policies and Procedure.		✓
Experience		
Experience of working at an operational site in a similar role		✓
Customer Service experience		✓
Core Qualities		
Develop good relationships with others by behaving with integrity, treating people with respect and leading by example.	✓	
Demonstrate a professional approach which generates credibility and confidence.	✓	
Self-Awareness: learns continuously and effectively adapts behaviour in response to feedback.	✓	
OTHER REQUIREMENTS		
Tactful and courteous	✓	
Open, willing and flexible manner	✓	
Customer focused attitude	✓	
Excellent time keeping	✓	
The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in Our Lady and All Saints MAC Health and Safety policies.	✓	