

Job Description

Job Title:	Lettings Assistant - Casual Support Staff
Date last reviewed:	April 2024
Grade of post:	GRADE 2
Location:	Schools across RLT
Line Manager:	
Disclosure Level:	Enhanced DBS

Job Purpose:

The Lettings Assistant acts as the point of contact for organisations hiring the facilities/buildings of the school outside of usual school hours and provides security, general site and housekeeping support as required.

Main Responsibilities:

- Act as the face of the school, providing excellent customer service and communicating event information to the Lettings Manager
- Open and close assigned school(s) in the evenings and weekends, remaining onsite throughout customer bookings as a keyholder
- Set up and clear away tables, chairs, and other furniture for events (training provided)
- Perform light cleaning and tidying duties before/after bookings, replenishing supplies like soap and towels as needed
- Carry out checks and ensure compliance with health and safety regulations (COSHH), reporting hazards promptly
- Undertake minor repairs and maintenance tasks that don't require a qualified craftsman
- Operate systems like heating, cooling, lighting, security (CCTV, alarms)
- Receive deliveries to the school site
- Proven ability to provide exceptional customer service
- Flexibility, organisation, and a timely approach to work to ensure smooth event operations
- Willingness to provide feedback on what's working well and areas for improvement
- Able to be the eyes and ears on the ground, with feedback acted upon

General responsibilities as part of the Trust

- Providing high quality support as part of a committed and flexible team;
- At all times act in accordance with agreed local and national policies and procedures;
- Contribute to the overall ethos/work/aims of the River Learning Trust;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;

- Participate in training and other learning activities and performance development as required;
- Carry out other duties as required from time to time by line manager;
- Follow the Trust's Health and Safety rules and procedures and adhere to safeguarding principles.
- 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.

Safeguarding Statement to be included in all job descriptions

The River Learning Trust and its community of schools are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.