



RICKMANSWORTH SCHOOL

JOB DESCRIPTION

TITLE:	Lettings and Premises Administrator
RESPONSIBLE TO:	Director of Finance & Business Operations
GRADE & SALARY:	Salary scale: H3 Pt 5-6 £23,500 - £23,893 + fringe £988 pro rata Actual Salary: £12,701 - £12,914.17 including fringe
NOTICE PERIOD:	3 months
HOURS:	20 hours per week Hours to be worked flexibly across five days Monday to Friday
CONTRACT:	52 week contract, permanent
PURPOSE OF THE POST:	To undertake the marketing and administration around the School's lettings and estates operations

Admin Duties

- To undertake administration and updates on the School's online booking system (currently "School Hire")
- To market the facilities and maximise lettings income
- To review the schools website with regards to Lettings
- To attract new lettings from clubs and groups to maximise income and minimise vacant hire slots
- To develop community use agreements with organisations that provide sports and educational opportunities to the local community and young people and provide pathways to higher levels of participation
- To liaise with hirers and ensure customer satisfaction and elicit feedback on the customer experience
- To deal with problems and issues arising from Lettings
- To work with clubs, sports partners, governing bodies and Sport England to develop facilities and usage
- To manage and increase Gym memberships, ensuring the Fitness Suite remains competitive within the market
- To arrange termly meetings with major users to discuss their contracts and experiences
- Provide any other general administrative services reasonably requested by the Headteacher
- To assist the Estates Manager with monitoring administration around the acceptance of new contractors and tracking statutory checks undertaken by third parties on the School site

Additional Duties

- Carry out responsibilities with due regard to the School's policy, organisation and arrangements for Health & Safety at work
- Carry out duties in line with equality and diversity principles and be sensitive to the needs of others, promoting a positive approach to a harmonious working environment
- Promote and safeguard the welfare of children, young and vulnerable people
- Undertake any other duties, appropriate to the grade, which may be required as directed by the Headteacher

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.



Person Specification: Lettings and Premises Administrator

E Essential

D Desirable

A Application process

I Interview process

	Essential / Desirable	Assessed via?
Experience:		
Experience of marketing and/or developing a client base	D	A/I
Experience of working in a public-facing position	D	A/I
Admin and clerical experience	D	A/I
Qualifications and Training:		
Good Literacy and numeracy – GCSE mathematics and English or equivalent	E	A
Knowledge:		
High level of ICT skills including knowledge of Google Workspace and Microsoft Office	E	A/I
Good understanding of safeguarding procedures in a school setting	E	I
Aptitudes:		
Good organisational and time-management and skills	E	I
Good written and oral communication skills	E	A/I
Accuracy and an eye for detail	E	A/I
Able to quickly establish positive working relationships with a wide range of people from within the School	E	A/I
Ability to work with complete discretion and confidentiality	E	A/I
Committed to working as part of a team and significantly contributing to its effectiveness and success	E	A/I
Ability to manage own time and take the initiative	E	A/I
Ability to create a professional and welcoming office environment for staff, students and visitors	E	A/I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Positive outlook & ability to work under pressure	E	A/I
Values:		
High work standards and accuracy. Pride in a job well done	E	A/I
Interest in the education of young people	E	A/I
Engage with and actively promote Rickmansworth School's sustainability goals	E	I
The belief that every student can and will achieve their very best	E	A
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A/I
The belief that every student can and will achieve their very best	E	A/I

Good organisational skills	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I