

**Maiden Erlegh Trust**

**Job Description**

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| **Role** | Site Lettings Assistant | **School/Department** | | Please refer to advert |
| **Grade** | Spot rate | **Reports to** | | Site Manager |
| **Job Evaluation Code** | MET018 | **Hours of work** | | Casual, hours to be worked as required which include evenings, weekends and holidays. |
| **Purpose** | The postholder will be a well organised individual with excellent communication skills to ensure the smooth running of the School’s lettings during its extended hours, including evenings, weekends and school holidays. The successful applicant should have a good knowledge of Health and Safety regulations and have good skills in practical maintenance.   * To ensure that the school premises are safe and inviting for lettings customers, including cleaning of lettings areas as required. * To deal with H&S matters arising during any lettings periods. * To assist the site team with various manual site related tasks as requested. | | | |
| **Scope** | **Staff responsibilities:**  None | | **Financial accountability:**  N/A | |
| **Relationships** | The postholder will garner positive relationships with a range of stakeholders. These will include, but are not limited to, school leaders and colleagues in other Trust schools, school staff, students, parents/carers and external agencies as required. | | | |
| **Supporting Maiden Erlegh Trust** | The postholder may occasionally be required to support other schools in the Trust. | | | |
| **Main duties and responsibilities** | * To be a key holder for the school, opening and closing the school before/after lettings. * To act as person in charge in the event of an emergency. * To communicate with the letting/user, ensuring they are fully aware of the Health and Safety policy and Emergency procedures and that all of their needs during the letting period are met. * To assist in the setting up of equipment, and ensure the areas used are tidy and ready for use for the next day. * To assist in the setting up and putting away of tables and chairs during exam periods to enable lettings to take place without disruption. * Carry out minor maintenance work and odd jobs around the school as requested. * To undertake cleaning duties when necessary. * To report any damage that has been caused by the user to the Site Manager or School Business Manager. * To ensure the school is secure and classrooms are kept locked when not in use. * To have knowledge in Health and Safety procedures. * To carry out a facility inspection of the school and report any defects. * To direct visitors to the designated area of hire. * To work across different sites across the Trust as required. * Any other duties that reasonably fall within the purview of the post which may be allocated after consultation with the postholder. | | | |
| **Other requirements and responsibilities** | Enhanced DBS clearance required. | | | |

The Trust retains the right to implement changes in job descriptions and person specifications to reflect changes in the demands of the post. Where this is necessary this will be done in consultation with you.

*Maiden Erlegh Trust is an Ethical Leadership Pathfinder organisation and we are committed to safeguarding, equality and promoting the welfare of children and young people. We are also committed to having the highest expectations of pupil/students and staff, and supporting everyone to reach their full potential.  All employees of the school and Trust are expected to share these commitments. All posts require satisfactory employment checks and references and a satisfactory enhanced Disclosure and Barring Service check. All Leadership roles will require a Section 128 check.*

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Post holder

**Maiden Erlegh Trust**

**Person Specification**

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| **Role** | Site Lettings Assistant | **School/Department** | Please refer to advert |
| **Qualifications, training and education** | * First Aid qualification desirable but not essential. | | |
| **Experience** | * Demonstrable experience of working in a similar environment. * Knowledge of Health and Safety. * Knowledge and experience of maintenance of buildings. * Experience in a customer facing role. | | |
| **Skills and abilities** | * Reliable and trustworthy. * A sense of responsibility and ownership. * Ability to take initiative and work independently. * Ability to work within a team environment. * Excellent communication and interpersonal skills. * Ability to prioritise tasks. * Confidentiality at all times. * A pro-active and flexible approach to work. * A commitment to self-development and a willingness to learn and develop personal skills. * Willingness to undertake training to enhance knowledge and skills. | | |
| **Requirements specific to the role** | All staff and volunteers are expected to be committed to safeguarding, equality and promoting the welfare of children and young people.  To ensure that any safeguarding matters arising during the period of the letting are passed to the member of the group responsible for safeguarding. | | |