

Job Description

Job Title: Site Lettings Supervisor

Grade: Grade 4

Reporting to: Senior Caretaker/Finance Manager/School Business Manager

Location: Crofton Academy

Key Outcomes/Activities:

Job Purpose

This role is responsible for ensuring the safety and welfare of those using the school site inside and outside of school hours and ensuring the site and its buildings are well kept, safe and secure.

The individual who undertakes this role will provide a high quality service to not only those working on the school site, but also to individuals and organisations hiring the school facilities outside of normal school hours.

Primary Responsibilities

The primary responsibilities of this role are to ensure that the site is kept to a high standard and that the safety of site users and security of the site are uncompromised.

- Under the direction of the Senior Caretaker, Finance and School Business Manager, oversee and manage the facilities for out of hours lettings and school events.
- Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) closing of the premises.
- To report trespass, theft or unauthorised parking of vehicles to the Senior Caretaker/School Business Manager.
- Ensure that buildings and the site are secure, taking remedial action if required including undertaking or arranging emergency repairs.
- Be prepared to cover other sites within the Trust as directed.
- Supervision and control of individual's onsite in the communal areas and any other parts of the school premises as and when requested.
- Any other duties commensurate with the grade of the post as directed by the Line Manager or members of the Senior Leadership Team.

Other Duties

- Undertake general portorage duties related to lettings or school events, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the School Business Manager immediately.

- Undertake regularly health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Adhere to the Academy and Trust guidelines and exercise professional discretion at all times.
- Be aware of, and comply with, policies and procedure relating to child protection, health, safety and security, confidentiality and GDPR regulations, reporting all concerns immediately to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the academy and Trust. Attend relevant meetings as required.
- To maintain confidentiality.
- The role of Lettings Supervisor requires periods of physical effort such as lifting, bending and stretching as well as using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant; hot, cold, wet, noisy, dirty.
- Be available to undertake similar work at another Trust school as required on occasion.
- Undertake general caretaking duties as required/directed by school/trust site staff.

Pupil Supervision

- To assist with the supervision of pupils outside of lesson times where required during working hours.
- To participate on request in school visits/trips/events, assisting with activities as required.

General Duties

- To assist in the updating of system information in relation to premises and lettings.
- Updating of general and department displays.
- To assist in other duties in support of activities in school.
- Invigilation of pupil examinations, under the direction of the Examinations Officer and Senior Staff.

Relationship with Parents/Carers, Colleagues and the Wider Community

- To maintain positive relationships with parents and carers.
- To establish effective working relationships with colleagues, the community, and other professionals.

Manage Own Performance and Development

- To take responsibility for your own development, keeping up to date with First Aid awareness.
- To set a good example to students in terms of presentation and personal conduct.
- To engage actively in the policy review process.

General Academy Responsibilities

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure equal opportunities for all.
- Contribute to and uphold the vision and ethos of Crofton Academy.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Participate in team/departmental meetings where required.
- Any other duties commensurate with the grade of this post as directed by the Academy.
- Be aware and comply with all Academy Policies at all times.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

REQUIREMENTS OF THIS POST		
	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ 5 (A-C) GCSE's or equivalent, which must include English and Maths. ▪ Full Valid Driving License or ability to reach site at short notice in the event of call-out. ▪ First Aid qualification or willingness to undertake a First Aid Course. 	<ul style="list-style-type: none"> ▪ Building related qualification, NVQ or equivalent.
Experience	<ul style="list-style-type: none"> ▪ Experience of working with the General Public. ▪ Good level of DIY skill. 	<ul style="list-style-type: none"> ▪ Experience of working within the school or leisure industry.
Knowledge and Statutory Requirements	<ul style="list-style-type: none"> ▪ Knowledge of basic plumbing, joinery, electrical, mechanical, and decorating repair procedures. ▪ Good understanding of Health and Safety and moving and handling procedures. ▪ Commitment to promoting the general health, safety and welfare of all site staff and visitors. 	<ul style="list-style-type: none"> ▪ PAT Testing knowledge/experience.
Personal Qualities:	<ul style="list-style-type: none"> ▪ Trustworthy and reliable. ▪ Passionate about site safety, security, and cleanliness. ▪ Ability to work under pressure and manage time effectively. ▪ Ability to undertake all physical aspects of the role. ▪ Flexibility and autonomous working. ▪ An effective communicator to both pupils, contractors, and staff. ▪ Ability to use IT systems and data effectively to log, monitor, and report on maintenance. 	<ul style="list-style-type: none"> ▪ Robustness and emotional resilience in challenging situations.

Responsibilities for Resources:

Financial Responsibilities: No responsibility for managing financial resources and budget requirements.

Physical Resources: The job involves some responsibility for physical resources.

Responsibility for Policy Development: The jobholder has no direct responsibility for policy development and review, however all staff are expected participate in policy review.

Responsibility for Student Outcomes: The jobholder will support students and visitors to site on a daily basis in enabling their safety and security whilst at the Academy.

Working Conditions: The jobholder will work across all departments within the Academy.

Main Contacts: Senior Caretaker, School Business Manager, Finance Manager, Senior Leadership Team, External Lettings Customers, and Cleaners.

Characteristics of the post:

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

Date Completed: April 2022

Signature of Postholder:

Date:

This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.