

JOB TITLE	Site/Lettings Assistant
RESPONSIBLE TO	Lettings Supervisor/Site Manager
SUPERVISES	N/A
GRADE	Grade 3 (Hourly Rate £11.79 - £11.98)

Main purpose

To support the smooth running of the community use of our building and site during evenings and weekends. To be responsible for providing a safe and clean environment. Security of the building and site, setting up and tidying up, ensuring full compliance with health and safety legislation offering support to the users of the theatre, sports hall, 3G all-weather pitch, school events, etc.

Duties and responsibilities

- Monitor and supervising adults, teenagers and children using the facilities.
- Maintaining and setting up equipment, checking it is not damaged and is safe to use.
- Monitoring of on-line booking system, taking bookings, taking face to face and telephone enquiries, customer interface and associated administrative duties.
- Security of the building and site opening/locking up all public areas as per the lettings programme.
- Setting up equipment and furniture before hirers come on site. Cleaning and tidying up after they have left and de-rigging of equipment, etc., to ensure the building can function as a school following events.
- Ensuring full compliance with health and safety legislation appropriate to the whole site.
- Offering technical support to the users of the theatre, sports hall, 3G all-weather pitch, school events, etc.
- Being first on the scene in the case of an accident and giving first aid if needed
- Follow academy financial procedures with all income taken.
- Maintain training on a timely basis for Food Hygiene, Manual Handling, Working at Heights, First Aid, etc.
- Sell to public refreshments and snacks and stock take upon request from Line Manager and prepare orders.
- Provide refreshments, catering and supervision to large events.
- Clean all areas used by clients during the letting to ensure ready for 'school' the next day.
- Report to Line Manager any building or lettings issues that arise during shift and handover by email communication to line manager after end of shift.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' wellbeing by following the requirements of Keeping Children Safe in Education (KCSIE) and our school's child protection policy

- Look after children who are upset or have had accidents

Professional development

- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school
- Take part in the school's appraisal procedures

Other areas of responsibility

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Promote the safeguarding of all pupils in the school

The post holder will be required to follow school policies and the staff code of conduct.

Please note, this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the HLTA will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or line manager.

Person specification

CRITERIA	QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and maths • First-aid training, or willingness to complete it
Experience	<ul style="list-style-type: none"> • Experience of working or establishing systems, procedures and routines • Experience of working indoors and outdoors providing physical support
Skills and knowledge	<ul style="list-style-type: none"> • Good IT skills - Microsoft Office Suite including e-mail, Internet, Excel and Word • Confident written and verbal communication skills • Excellent organisational and time management skills • High level of customer care and understanding of equality in service delivery • Ability to function under pressure, establish priorities and work to strict deadlines • Ability to work independently and use initiative but also able to work constructively as part of a team • Ability and a commitment to work flexibly and to respond to unplanned situations • Physically Fit

CRITERIA	QUALITIES
Personal qualities	<ul style="list-style-type: none">• Ability to deal confidentially, impartially and appropriately with situations• Ability to apply 'rules' and communicate effectively with public and colleagues• Tact and diplomacy for dealing with customers and excellent interpersonal skills• Efficient and meticulous in organisation• Evidence of exemplary attendance and punctuality• Commitment to the highest standards of child protection• Recognition of the importance of personal responsibility for Health and Safety• Commitment to the school's ethos, aims and its whole community