

## JOB DESCRIPTION

<b>NAME:</b>	
<b>JOB TITLE:</b>	<b>Lettings Officer</b>
<b>HOURS:</b>	<b>Casual</b>
<b>SALARY BAND:</b>	<b>Band C, SCP 4-5</b>
<b>CONTRACT TYPE:</b>	<b>Casual</b>
<b>REPORTS TO:</b>	<b>School Business Manager</b>
<b>RESPONSIBLE FOR:</b>	<b>N/A</b>

### MAIN PURPOSE

Lettings officers are a key part of our community engagement strategy. You will work in accordance with South Wirral High School's Lettings Policy and our ethos, ensuring that all the conditions of booking are met by the hirers. You will promote the school's good name and effective working relationships with outside organisations and the local community.

### DUTIES & RESPONSIBILITIES

#### General responsibilities

- To provide an effective and efficient service for the school and to manage the lettings of the school facilities to outside organisations and the local community.
- To be responsible for liaison with School Business Manager regarding letting of the school premises to outside organisations and school staff, the development of all school facilities for out of school use, with particular reference to the local community.
- To be an ambassador for the school, promoting the school's ethos and values in working in partnership with the community.
- Report all accidents and incidents to the School Business Manager.
- The Lettings Officer will ensure that the Hirers comply with the Conditions of Booking policy. Any breaches are to be reported to the business manager as soon as possible.
- To ensure that arrangements are made for orderly parking of cars within the designated areas as required.
- To be in attendance at the school during evenings and weekends as required by Third party lettings.
- To supervise persons entering and leaving school grounds.
- To ensure all rooms are opened and checked prior to arrival of booking.
- To rearrange furniture and equipment following community use and to assist the school caretaker with moving desks and chairs following school events such as Open Evening and Parents Evenings.
- To monitor and review the safety and security of the site on a regular basis through regular site walks.
- To be responsible for good housekeeping energy management in respect of all services, and monitoring use of heating, lighting and water.
- Clean areas as assigned.
- Collecting litter, sweeping and mopping floor surfaces.
- Be flexible around booking finish times to allow a short grace period for lettings customers to finish or clean up after a booking.

### **Security**

- To be responsible for checking all rooms are locked, windows secure and no lights left on.
- To secure the building and switch on the alarm system after bookings have finished.
- On leaving the premises to check and secure external entrance gates.

### **Health & Safety**

- To adhere to recognised procedures and policies in the event of fire, flood, breaking and entering, accident or major damage.
- Carry out site checks upon opening and closing of the site.
- Complete regular checks on the hirers to ensure they have everything required.
- Ensure gates and doors are opened as required.
- Ensure access to facilities booked and toilets as required.
- Arrive onsite 30 minutes before the first booking to open up gates, toilets and locations being used.
- Remain onsite at all times during lettings.

The job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post and you may be asked to undertake any duties commensurate with the grade of the post.

The Headteacher or postholder may seek a modification of the job description at any time.