**JOB DESCRIPTION**

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| POST TITLE:  |  | Casual Community Lettings Assistant  |
| POST HOLDER:SCALE:RESPONSIBLE TO: |  | Grade ASite & Community Lettings Manager |
| OVERALL RESPONSIBILITY: |  | To ensure security of site and buildings and smooth running of the community programme. Setting up of hire equipment and being available to support and communicate with hirers of our venues |
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* To ensure the relevant buildings are unlocked and locked prior and after each hire period and to ensure heating and other requirements are met. This work will include lone working and being a key holder locking the school after community lettings in the evening.
* To liaise with the Site & Community Lettings Manager regarding dates and times of lettings.
* To ensure premises are left clean and tidy and to report any damage to the Site & Community Lettings Manager.
* To act as an emergency contact for hirers and in relevant circumstances, to decide when to call emergency services or other agencies.
* Communicate face to face and over the telephone to relay information and assist with queries and bookings in order to provide a quality service to customers.
* To undertake minor site works as required.
* To carry out administrative tasks relating to the hire of facilities as directed by the Site & Community Lettings Manager.
* You will be required to carry out the 1 day Emergency First Aid at work course for this role.
* Other Specific Duties and Additional Responsibility. To play a full part in the life of the school community, to support and uphold its vision and ethos and to encourage and ensure staff and students follow this example; To actively engage in the Performance Management process and continue personal development; To undertake any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Child Safety. We are committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment; To ensure that the school’s Safeguarding & Restraint Policy and practice is adhered to at all time; To be responsible for implementing and embedding the school’s safeguarding policy & practice, alerting the appropriate colleagues or school’s Designated Safeguarding Lead to welfare and safeguarding concerns.
* Health & Safety. To be responsible for following the school’s Health & Safety policy and practice, alerting the appropriate school staff to areas of concerns; To be responsible for completing health & safety training as required.
* To fulfil and meet the responsibilities set out in the current DfE ‘Keeping Children Safe in Education’ and DfE’The Prevent duty’

Such other duties as may reasonably be allocated by the Headteacher or other delegated officers within the purview of the post.

*March 2025*

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