



## JOB DESCRIPTION

<b>Title:</b>	Lettings Supervisor (Weekends)
<b>Grade:</b>	A
<b>Responsible to:</b>	Headteacher/Site Manager
<b>Purpose of the Job:</b>	To provide caretaking for hirers of community buildings when they are let through the school.

### Duties and Responsibilities

#### Building Management:

- To ensure the relevant buildings are unlocked/locked prior to and after each hire period.
- Ensure heating and other requirements are met.
- Liaise with relevant staff regarding dates and times of lettings.
- To ensure premises are left clean and tidy and to report any damage to the relevant person.

#### Resource Management:

- Set up and take down resources/equipment needed for specific hirers, including but not limited to temporary floodlights, goal posts, operating a sound system, projector
- Ensure all resources/equipment are stored safely and appropriately in the relevant place

#### Emergency Contact:

- May be required to act as the emergency contact for out of hours/weekend hirers.

#### Health & Safety:

- Ensure cleaning chemicals are used/stored appropriately.
- Awareness of Health & Safety policy and use in practice as it applies to post.
- Adhere to lone working procedures

#### General:

- Comply with relevant school policies/legislation, including Safeguarding and Child Protection
- Site to be left fit for purpose at the end of each hire.