



Richard Challoner School

Manor Drive North
New Malden, Surrey KT3 5PE
Tel: 020 8330 5947

LETTINGS ASSISTANT

Start date: as soon as possible

Salary £10.10 per hour

We are seeking to appoint a Lettings Assistant to join our lettings staff and assist with evening and weekend lettings that take place in our main school and sports department. The successful applicant will be required to be part of the lettings team, primarily working evenings and weekends throughout the year. The hours of work will usually fall between the following:

- 5pm-10pm Monday to Friday
- 8am to 10pm Saturday or Sunday
- 8am – 10pm half terms and holidays

Note: Exact hours will usually be agreed monthly in advance, although some short notice sickness cover may be required.

The post holder must have a can-do attitude and the ability to provide effective reception, site services and lettings support. The post will involve regular interaction with parents, staff and the wider community and therefore excellent communication skills are essential. Please see Job Description for further details.

Full details of the school and this vacancy can be found on the school website

<http://www.richardchalloner.com/>

Please provide cover letter and supporting CV to the Clerk to Governors, Mrs Heather Fowler, via

clerk@challoner.kingston.sch.uk

Richard Challoner School is committed to safeguarding and promoting the welfare and safety of children and to equality of opportunity. Appointment to this post will be subject to an enhanced disclosure from the Disclosure and Barring Service.



Richard Challoner School

Headmaster: Mr S. Maher BA (Hons.) PGCE

020 8330 5947

www.richardchalloner.com

JOB DESCRIPTION:	LETTINGS OFFICER
REPORTS TO:	PREMISES MANAGER & SPORTS CENTRE MANAGER
INTERNAL CONTACTS:	School employees, pupils, governors
EXTERNAL CONTACTS:	Parents, contractors, suppliers, external agencies
SALARY:	£10.10 PER HOUR
HOURS:	Variable– primarily evenings and weekends throughout the year Casual hours to be agreed with others in team and dependent on lettings in diary within the following hours: <ul style="list-style-type: none">• From 5pm to 10pm Monday to Friday• From 8am to 10pm Saturday• From 8am to 10pm Sunday• Occasional day time cover during school holidays

Flexible hours are required on occasions throughout the year to suit the school, including cover for absence, if necessary. Any additional hours to be worked in agreement with the Premises Manager or Lettings Manager.

Key Purpose of the Role

Under the direction of the Premises Manager, carry out SCHOOL lettings, ensuring they are appropriately serviced in accordance with the school's Lettings Policy. To liaise with the school staff with respect to the planning and preparation for booking.

To undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.

Under the direction of the Sports Centre Manager, carry out SPORTS lettings, be responsible for setting up the sports hall as appropriate for the booking, providing the required equipment to enable the booking to go ahead.

“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner

Main Duties and Responsibilities:

Security of Premises To have overall responsibility for the supervision of the school premises including:

- Locking and unlocking the premises, being a key holder of the school
- Carrying out security checks, including the site perimeter and frequent patrols of the school grounds, to ensure there is no unauthorised access during the hire period
- Operation of fire, security systems and floodlights
- Dealing with payments for one off lettings, using the portable card machine, handling cash and following school procedures for the management of money on the school site
- Responding to emergencies affecting the school premises

Other Janitorial and Support Duties

- To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team; to ensure that the site is clean and tidy after weekend/evening bookings, ready for pupils each morning
- Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away chairs and tables or sports equipment
- Ensure any Health & Safety issues are reported to the Premises Manager
- Ensure safe working practices and the correct use of plant and equipment at all times
- Safe storage of all cleaning and COSHH materials
- Carry out emergency cleaning duties which may arise
- Where necessary ensuring that main entrances and paths are cleared of any debris and in wintertime ensure that main entrances and paths are clear of snow or ice by applying salt

Customer Care

- To maintain a highly visible, friendly and approachable presence during lettings
- Trouble shoot problems as they arise
- To carry out all duties in a polite, efficient and cheerful manner building relationships with regular users
- To treat pupils, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the school's ethos and values
- To promote a favourable image of Richard Challoner School to all building users
- To present high standards of personal appearance in accordance with the school's ethos and values

This job description is not necessarily a comprehensive definition of the post and the post holder may be required to undertake such other tasks appropriate to the level of the appointment as the Headteacher, Premises Manager or Bursar may require.

As the post is a new one within our school, it may be reviewed annually or earlier, if necessary, and may be subject to modification or amendment after consultation with the post holder.

Whilst on site, the post holder will be the designated fire officer; relevant training will be provided.