

JOB DESCRIPTION

JD no: 48

Job Details

Post Title	Community Lettings Assistant
Responsible to	Line Manager

Purpose of job

To support the day to day running of facility lettings under the supervision and instruction of the Community Lettings Manager.

Responsibilities

1. To contribute to the safe operation and the correct and authorised use of the facilities, ensuring that user groups are correctly supervised; and, where appropriately qualified, to instruct on specific activities.
2. Under instruction of the Community Lettings Manager, unlock the premises in advance of the lettings to allow for visitors to access the facility in a timely fashion.
3. To assist in the programming of activities, liaising with staff on the use of equipment and facilities on the organisation of bookings.
4. To provide a reception role, keeping a log of visitors into and out of the building to ensure compliance with Fire Safety.
5. To be the central point of contact for visitors using the facility, to address their needs and resolve issues as they arise.
6. To secure the premises at the end of the lettings sessions, making sure that facility is protected by the alarm systems.
7. To undertake appropriate training as directed.
8. To receive and allocate bookings by telephone and in person, collecting cash for the use of facilities in accordance with booking and cash handling procedures.
9. Any other administrative duties as directed, commensurate with the grade of the position.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Community Lettings Assistant will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Community Lettings Assistant will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Community Lettings Assistant is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Community Lettings Assistant will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Community Lettings Assistant is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Community Lettings Assistant will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Community Lettings Assistant will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.

JOB DESCRIPTION

JD no: 12

Job Details

Post Title	Community Lettings Manager
Responsible to	Line Manager

Purpose of job

To manage day to day operations and the strategic development of the Community Lettings service of the school.

Responsibilities

1. To ensure the safe operation and the correct and authorised use of the facilities, ensuring that user groups are correctly supervised; and, where appropriately qualified, to instruct on specific activities.
2. Unlock the premises in advance of the lettings to allow for visitors to access the facility in a timely fashion.
3. To assist in the programming of activities, liaising with staff on the use of equipment and facilities on the organisation of bookings.
4. To work with other staff in the promotion of the school's facilities, providing information and marketing input.
5. To provide a reception role, keeping a log of visitors into and out of the building to ensure compliance with Fire Safety.
6. To be the central point of contact for visitors using the facility, to address their needs and resolve issues as they arise.
7. To secure the premises at the end of the lettings sessions, making sure that facility is protected by the alarm systems.
8. To undertake appropriate training as directed.
9. To receive and allocate bookings by telephone and in person, collecting cash for the use of facilities in accordance with booking and cash handling procedures.
10. Any other administrative duties as directed, commensurate with the grade of the position.

Assessment and Reporting

- Standard of work will be assessed by the Line Manager and as such the Community Lettings Manager will be observed and monitored both formally, through the Trust's Performance Development procedures and informally through daily discussions.

Student Care Role

- The Community Lettings Manager will follow the Trust's procedures for student contact & welfare.
- All issues arising from direct or indirect contact are to be taken to the appropriate Academy's Child Protection Officer.

Training and Development

- Training and development will be given to ensure that the Community Lettings Manager is able to carry out their job and will play a full and active part in the performance of the Brooke Weston Trust.

Communication

The Community Lettings Manager will:

- seek to respond to work-related matters within the same working day wherever possible
- represent the Trust in a range of situations including communicating and co-operating with persons or bodies outside the school environment

Discipline, health and safety

All staff share an obligation to maintain good order and discipline among the students and safeguard their health and safety both when they are authorised to be on Academy premises and when they are engaged in authorised Trust activities elsewhere.

Hours of work

- The Community Lettings Manager is employed for [hours] per week for [weeks]

Collegiate responsibility

In addition to the specific responsibilities of this post, every employee of the Brooke Weston Trust will commit to:

- ✓ providing a courteous and efficient service to students and staff at all times;
- ✓ using their influence with other staff and students to promote high standards of behaviour and order within the Academy

Performance Management

The Community Lettings Manager will be subject to the Brooke Weston Trust's Performance Management arrangements as set out in the relevant policies.

Appraisal

The Community Lettings Manager will benefit from an appraisal system modelled on best practice in performance management. They will participate in arrangements for the appraisal of their own performance.

Role Review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. It may be altered at any time in consultation with the post holder subject to the CEO's approval.