

.Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

## JOB DESCRIPTION

<b>Job Title:</b>	Lettings Officer
<b>Salary:</b>	TPAT Point 4
<b>Base:</b>	Helston Community College
<b>Responsible to:</b>	Headteacher
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External:</b>	TPAT, Local Governing Body, Teachers, Support Staff, Pupils, Students, Parents/Carers, members of the community, external visitors

### Main Purpose of the Job:

Under the direction of the Headteacher, carry out lettings, ensuring they are appropriately serviced in accordance with the College's Lettings Policy. To undertake opening of the College and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire.

The Lettings Officer will supervise and take responsibility for the lettings and safety of the site during use by lettings, they will be expected to secure and alarm the College after use.

### Main Duties and Responsibilities:

#### Lettings:

In conjunction with the Finance Manager, assist with the management and operation of the school lettings system and the use of the College by both the local and wider community, and provide satisfactory premises and caretaking service during such lettings.

- Liaise with service users for the sports facilities and any other part of the premises as required.
- Setting up and packing away equipment, as required, for any sports hire.
- Provide any reasonable assistance required by the hirers of the College. Also to ensure that hirers do not misuse facilities or cause a nuisance or distress to other users or neighbours.
- Provide a friendly and welcoming environment for all users of the College and site.

#### Security:

To have overall responsibility for the supervision of the College premises including:

- Locking and unlocking the premises;
- Carrying out security checks, including the site perimeter and frequent patrols of the College grounds;
- Operation of fire, security systems and all weather pitch floodlights;
- Operation of boilers for heating and hot water;
- Responding to emergencies affecting the College premises;

- Attention to security is very important to ensure there is no unauthorised access during the hire period.

**Other Support Duties:**

- Moving furniture as requested, within Health & Safety guidelines eg setting out and clearing away chairs and tables or moving equipment;
- Ensure any Health & Safety issues are reported to the Site Supervisor;
- Other duties arising from the use of the premises.

**General:**

- Carry out emergency cleaning duties which may arise;
- Where necessary, ensuring that the main entrances are clear of snow or ice by applying salt;
- To maintain a highly visible, friendly and approachable presence during lettings;
- Troubleshoot problems as they arise.

**Customer Care:**

- To carry out your 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 Trust ethos and values;
- To promote a favourable image of the College and the Trust to all building users;
- To present high standards of personal appearance in accordance with the Colleges ethos and values.

**Special Conditions attached to the Role:**

- Flexibility to suit business need whereby you will be on occasion required to work beyond your shift due to emergencies or business need;
- Holidays to be pre-arranged with Headteacher and taken over school holidays, wherever possible.

**General / Other**

To be aware of the Trust's duty of care in relation to staff, students and visitors and to comply with the health and safety policies at all times;

To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance;

To be aware of and adhere to all School and Trust policies and procedures;

To undertake mandatory training as required by the School / Trust;

To be responsible for your own continuing self-development and attend meetings as appropriate;

To undertake other duties appropriate to the post as required;

The following recruitment and pre-employment checks are completed for all TPAT employees:

- All staff have been recruited under TPAT's Safer Recruitment Policy;
- Evidence of identity / photo ID has been checked;
- Proof of address, proof of name and proof of date of birth (3 separate documents) have been checked;
- Satisfactory verification of relevant qualifications;
- Satisfactory health check;
- Prohibition checks (where appropriate);
- Section 128 Direction checks (where appropriate);
- An enhanced DBS check with barred list information for working with children;
- Barred list checks have been carried out for all staff in regulated activity prior to start date;
- Overseas criminal records check (where appropriate);
- Evidence of right to work in the UK has been checked;
- Receipt of two satisfactory employment references, one of which must be from your current or most recent employer;
- Social media check (as required for those employed from 01.09.2023);

- Completed self-declaration / childcare disqualification form received.

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the appraisal process or as appropriate.

The Trust is committed to safeguarding, promoting the welfare of children and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

## PERSON SPECIFICATION – Lettings Officer

Person Specification	Essential	Desirable	Recruiting Method
<b>Education and Training</b>	Good literacy and numeracy skills	Health & Safety training Lifting & manual handling training	Application
<b>Skills and Experience</b>	Understanding of basic health and safety requirements [in a school environment, including COSHH] Basic understanding of building maintenance and repair Able to perform the physical tasks required by the varying duties of this post eg moving equipment or furniture Able to work unsocial hours/lone working	Experience of working with similar key responsibilities as the Job description Experience of working in/with an educational establishment	Application Interview
<b>Specialist Knowledge and Skills</b>	Good interpersonal and communication skills, with an ability to build and maintain effective working relationships with all stakeholders of the College IT Skills Excellent organisation and time management skills Confident written and verbal communication skills Ability to work independently and use initiative, but also able to work constructively as part of a team Ability and a commitment to work flexibility and to respond to unplanned situations	Knowledge and experience of using Smart Log or equivalent health & safety database to undertake training and record health & safety information	Application Interview
<b>Behaviours and Values</b>	Self-motivated & enthusiastic Tact and diplomacy for dealing with customers and excellent interpersonal skills Efficient and meticulous in organisation Recognition of the importance of personal responsibility for Health and Safety Demonstrates an awareness, understanding and commitment to		Application Interview

	<p>the protection and safeguarding of children and young people</p> <p>Demonstrates an awareness, understanding and commitment to equal opportunities</p> <p>Trustworthy and honest</p>		
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