

## JOB DESCRIPTION: Lettings Assistant



ENDEAVOUR  
PERSEVERE  
ACHIEVE

# Emerson Park Academy

A SPECIALIST SPORTS COLLEGE

## Job Profile

**Job Title:** Lettings Assistant

**Grade:** Scale 2

**Reports to:** Facilities Manager

**Staff Managed (if any):** None

### Job Purpose and Context

The Lettings Assistant will report to a Facilities Manager and work in accordance with the practices and procedures of the school adopting a common sense approach. The postholder will be responsible for the security of the site whilst on duty, including the operation of the fire and intruder alarms. Other duties include the liaison with clients, preparing and reinstating the facilities ready for school use following events or lettings.

The main responsibilities of a Letting Assistant will usually include:

- Opening the school site for lettings or events.
- Preparing the area ready for letting or event.
- Site safety and security during lettings or events.
- Monitoring the use of the school site by other people, including CCTV monitoring.
- Liaising with clients to ensure compliance to conditions of letting.
- Reinstating the area used ready for school use.
- Securing the school site and setting the intruder alarm.
- General caretaker duties such as cleaning (not at height) or portering (which may include heavy lifting), as required.

The amount of time spent on any of the duties above can vary and depending on the time of year.

### Roles and Responsibilities

1. To open the school site for weekend lettings.
2. To unset the intruder alarm and ensure site is safe prior to use.

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3. Liaise with the client or other staff and maintain a good working relationship, acting as a courteous and friendly member of the Facilities Management team.
4. To provide access to the areas being hired and prepare the area as required.
5. To liaise with the hirer to ensure the terms of the letting agreement are being adhered to.
6. To operate alarms and liaise with the client to ensure they are aware of safety procedures.
7. To support the provision of first aid treatment ensuring equipment is made available in the event of an accident and the accident recorded in accordance with defined procedures.
8. To ensure the safety and security of the site and contents are not compromised during the course of the letting.
9. To liaise with all emergency services as required.
10. To show a visible presence during the letting and monitor usage using CCTV equipment.
11. Endeavour to prevent trespass and unauthorised parking and report any such incidents to the Police if appropriate.
12. To take appropriate action to identify, evaluate and minimise any risks to health, safety and security of the site and to report health, safety and security concerns immediately to the Facilities Manager or Business Manager.
13. Report to the Facilities Manager any heating or lighting issues of the premises identified whilst on duty reporting any breakages or repairs required.
14. To perform general caretaking duties as required such as:
  - To remove loose dust and debris from floors, surfaces, plant and equipment by hand and/or using machines provided.
  - To clean floors, potentially of a wide variety of different surface materials, by hand and/or machine and using a variety of cleaning products and chemicals.
  - To clean furniture, fittings, soft furnishings and equipment.  
To clean toilets/bathrooms/showers/washrooms and the fixtures and fittings in these areas.
  - To clean and remove body fluids using safe handling procedures.
  - Portering: to move furniture, equipment, plant, supplies and stores – in accordance with current health and safety standards.
  - To receive goods delivered (of a wide variety of types) and ensure that these are recorded, moved and stored in accordance with the procedures of the school.
15. To use the relevant procedures of the school to record work carried out.
16. To work, support and cooperate with others to make sure the responsibilities of the post are carried out.
17. To ensure areas are left clear of litter, clean and tidy after each letting, taking into safe custody and recording any personal items left behind.
18. To ensure clients have left the area before turning off all lights and securing the area.

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19. To secure the premises and site, setting the intruder alarm once the client, members of the public and other staff have left.
20. To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school proactively promoting anti-racist, anti-sexist and anti-discriminatory behaviours in the day-to-day operation of the job.
21. To complete school based induction and any subsequent training required to improve performance.
22. To take part in the school performance management system, including attending meetings where necessary.

**Notes:**

1. Emerson Park Academy has a strong commitment to achieving equality of opportunity in its services to the community and the employment of people and expects all employees to understand, comply with and promote its policies in their own work, and to undertake any appropriate training.
2. Emerson Park Academy expects its employees to work flexibly within the framework of the duties and responsibilities specified above. This means that the postholder may be expected to carry out work that is not specified in the job profile but which is within the remit of the duties and responsibilities.
3. Staff in schools work subject to statute and many policies and procedures. The postholder will be expected to become familiar with these and work in accordance with them.
4. From time to time this job profile will be subject to review with the postholder.
5. It is a requirement of the post that the postholder be responsive to the varying hours the site may be in use. The expectation would be that the postholder may be required to adjust their start and end times, or to work additional hours and at weekends to meet these needs.
6. It is a requirement of the post that the postholder accepts the responsibility of keyholder.
7. It is a requirement of the post that the postholder undertakes First Aid training and the postholder's name will be added to the school list of those with such training. The expectation would be that where such training has been provided, the postholder could be called upon to provide such first aid to students, colleagues or visitors to the school.
8. It is a requirement of the post that the postholder undertakes Fire Marshall duties and the postholder's name be added to the school list of those that undertake such duties. The expectation would be that the postholder will be called upon to undertake such duties during alarm activations.
9. Emerson Park Academy is fully committed to safeguarding and promoting the welfare of children and young people. All employees are expected to share and promote this commitment and have, or acquire, the relevant abilities, skills and knowledge to carry it out.
10. The post is exempt from the provision of the Rehabilitation of Offenders Act 1974 and, because of the sensitive nature of the duties that the postholder will be expected to undertake, an Enhanced disclosure check will be required.

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