

# Durrington High School

## Casual lettings assistant

### JOB DESCRIPTION

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#### What is the purpose of the job?

- ◆ To provide high quality service to individuals/organisations hiring the school facilities
- ◆ Be responsible for safeguarding and prioritising the welfare of children
- ◆ Engage with clients to develop longstanding professional relationships
- ◆ Promote our facilities to the community

#### What do you have to achieve?

- ◆ Ensure the site facilities are appropriately used and are clean and secure at the beginning and end of each hiring
- ◆ Liaising with hirers and the site team to ensure a high-quality service
- ◆ Report any damages/defects to the Director of Operations

#### What are the job particulars?

- ◆ DMAT casual rate £11.87 per hour
- ◆ Accountable to the Director of Operations and the Headteacher
- ◆ The Headteacher may from time to time, ask the post-holder to perform additional reasonable activities and responsibilities appropriate for someone at this level.

#### Activities – what do you have you have to do?

- ◆ Unlocking and locking areas and rooms, buildings and the Astroturf as per bookings
- ◆ Meeting hirers at the beginning of each letting, ensuring facilities requested are unlocked and available
- ◆ Staying in attendance on the school site, dealing with any problems or queries as they arise
- ◆ Being responsible for the security of the site, ensuring that the school is secure and alarms activated at the end of each letting
- ◆ Promote and safeguard the welfare of children and young people at Durrington High School
- ◆ Contribute to the provision of an excellent sporting and learning environment
- ◆ Maintain confidentiality at all times
- ◆ Carry routine maintenance – grounds/buildings as required
- ◆ Ensuring all documentation is maintained and accurate
- ◆ Ensure the site is ready for school use the next day following hire periods.
- ◆ Take the lead in emergencies/evacuations whilst on site. Ensure the building is fully evacuated and laisse with the emergency services. Use the out of hours emergency contact list as appropriate.

## Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	<p>Ability to work under pressure and manage time effectively</p> <p>Demonstrate robustness and emotional resilience in challenging situations.</p>		Evidence will be taken from your application, interview and references
Qualifications		If the successful applicant is not first aid trained the expectation is that they will gain this as soon as possible	Evidence will be taken from your application, interview and references
Experience	<p>Successful experience of working with the general public.</p> <p>Able to work as part of a team and use initiative</p>	<p>Experience of working with young people 11-16.</p> <p>Experience of working in the leisure industry.</p>	Evidence will be taken from your application & interview
Training	Willing to engage with training		Evidence will be taken from your application, interview and references
Specialist knowledge		Successful experience of working in lettings	Evidence will be taken from your application, interview and references
Skills and qualities	<p>Proven willingness and capacity for hard work.</p> <p>Excellent customer service.</p> <p>Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity.</p> <p>Highly motivated, clear thinking and principled.</p> <p>Committed to equality of opportunity.</p>		<p>Interview</p> <p>Tasks</p> <p>References</p>