

JOB DESCRIPTION

Job title:	Lettings Assistant	Grade B:	Point 2
Reports to:	Site Manager/SLT		

Main job purpose

Work under the direction of the Academy Site Team to ensure that the school's buildings, site, and furnishings are safe and secure during letting activities.
To ensure timely opening of facilities.
To ensure that all area used for letting activities are securely locked at the end of the evening.
To promote the facilities to local community groups.

Main responsibilities and duties

- To be a point of contact for all Lettings bookings enquiries when on duty.
- To ensure that all equipment is checked and report any issues to the Site Manager
- To collect and return lost property as appropriate.
- To work flexibly as part of a team in a pro-active manner i.e. checking and locking changing areas.
- Any other tasks as directed by the Site Team.
- Ensure all allocated equipment and materials are stored safely in order to prevent accidents/misuse.
- Be aware of Health and Safety issues around the site and work in accordance with safe practice and Health and Safety legislation.
- The post holder will be a premises key holder for Magna Academy site and responsible for timely openings in accordance with variable rota patterns and ensuring the site is securely locked at the end of the shift.
- Be able to work alone and as part of a team
- The ability to meet physical demands of the post which will require substantial activity around the site that includes walking, standing, lifting and bending.

Other:

- Respect any and all confidential information.
- Undertake such other duties as may be required from time to time commensurate with the level of the post as determined by the Principal. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.
- Comply with all decisions, policies and standing orders of the school; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- Have a commitment to Child Safeguarding, to promoting the welfare of children and young people in accordance with the school's agreed procedure, and to meeting the five outcomes of Every Child Matters.
- Promoting and safeguarding the welfare of children and young people in accordance with the school's Safeguarding and Child Protection Policy.
- Be able to work alone or as part of a team
- Undertake training, update or review sessions as required.
- Supervision of all students on the school premises during the break times, before and after school as & when directed, both in the school buildings and grounds. This can involve supervision of children before, during and after they have eaten their lunch.
- To maintain high expectations in terms of behaviour from the students and to follow the academy's Behaviour Policy.
- To ensure the safety of students at all times
- To liaise with other members of staff and parents
- To be a point of contact and communication between parents and teacher/school when necessary.
- To show a record of excellent of attendance and punctuality.
- To adhere to the Academy's dress code.

Support yourself by:

- Committing to improving your own practice through self-evaluation and reflection
- Following academy policies consistently
- Being organised and keeping appropriate and quality records that will help you to share information quickly and accurately, for example in using academy computer/paper-based systems.

Knowledge & Skills

- The ability to interpret, analyse and disseminate information through a range of different channels to all levels of staff.
- Competent in the use of IT systems.
- Communication, organisation and interpersonal skills.
- Flexibility in working times on occasions
- Recognising your own strengths and areas of expertise and using these to advise and support others.
- To be able to work accurately, under your own initiative and to work in an organised and flexible manner.
- To take part in the Academy's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Appraisal process

Supervision and Management

- The post holder has no management responsibility. The post holder may also be required to provide some on-the-job training for new recruits.
- The post holder will be expected to work for substantial periods unsupervised and to organise own workloads and priorities.

Problem Solving and Creativity

- To deal with changing and conflicting deadlines and frequent interruptions to work on a day-to-day basis.

Key Contacts and Relationships

- Maintain regular contact with your line manager/SLT Link.
- The post holder will have contact with other staff members, students and parents.

Job description prepared by:	Director of Business and Operations
Date:	September 2024

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Following consultation with you, this job description may be changed by Management to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.