'Learning For Life'

APPLICATION PACK

Lettings Supervisor

Part-Time

Required for an immediate start
Deadline for applications: 17:00 hrs Friday 29 October 2021

Headteacher: David Pover
The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ
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Registered in England and Wales Register Company Number: 07596997

The Post
We are seeking to appoint a Lettings Supervisor to provide an efficient and effective lettings service to organisations hiring the school premises. Under the direction of the School Business Manager, the successful applicant will supervise lettings at the school, ensuring they are appropriately undertaken in accordance with the school's Lettings Policy. This service is aimed at meeting the needs of all the users of the school, students, teachers, support staff, parents, visitors and members of the community.

The successful applicant will have the ability to respond flexibly to changing priorities and changes in routine, be able to work as part of a team, as well as on their own initiative, ensuring confidentiality at all times. The individual appointed will be expected to work within the policies, ethos and aims of the school and to carry out such other duties as may reasonably be assigned by the School Business Manager, Site Team or Headteacher.

Hours per week: Variable although a minimum of 5 hours working one weekend on and one weekend off alternating with a second Lettings Supervisor.

The post is for: 52 weeks per year.

Salary: £18,198 (FTE). Hourly rate is £9.46.

Contract: Part-Time

Closing date for applications: 17:00 hrs on Friday 29 October.

How to Apply
Please take your time to explore our school's website which will give you a better understanding of what we believe is a happy, caring and successful school. Should you have any specific queries that are not answered by the information provided, either in this application pack or on the website, please do not hesitate to contact the School Business Manager, Mrs Fiona Wilcox at: fwilcox@burgate.hants.sch.uk

To apply for this role, applicants should submit a completed support staff application form which can be downloaded from the vacancies page on the school's website. Please email your completed application to the Headteacher's PA, Miss Sarah Hewett at: shewett@burgate.hants.sch.uk by the deadline, 17:00 hrs on Friday 29 October. Only applications submitted on a school application form will be considered. CVs will not be considered.

Disclaimer
You are advised to submit your applications as soon as possible as, on occasion, we reserve the right to close a vacancy earlier than the advertised date, if we have received sufficient

applications that meet the criteria or a suitable candidate is found. We advise you to submit your application as early as possible to prevent disappointment.

Safeguarding and Child Protection Statement
Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their school life. As a school we are committed to safeguarding and promoting the welfare of all of our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the school.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment.

All positions within the School are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All applicants shortlisted for interview will therefore be asked to declare all previous convictions and cautions, including those which would normally be considered "spent" except those received for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. For posts in regulated activity, the DBS check will include a children's barred list check. It is unlawful for the School to employ anyone who is barred from working with children. It is a criminal offence for any person who is barred from working with children to apply for a position at the School.

Equal Opportunities Statement
The Burgate School and Sixth Form values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity or religion.

JOB DESCRIPTION: LETTINGS SUPERVISOR

Impact Statement: to provide an efficient and effective lettings service to organisations hiring the school premises teachers.

Responsible to: The School Business Manager and Site Manager
Weeks per year: 52
Hours Per week: Variable although a minimum of 5 hours working one week on and one week off alternating with a second Lettings Supervisor
Normal Daily working times: Variable – normally evenings and weekends.

KEY RESPONSIBILITIES:
To provide an efficient and effective lettings service to organisations hiring the school premises. This service is aimed at meeting the needs of all the users of the school, students, teachers, support staff, parents, visitors and members of the community.

The post will also involve the following duties: -

- Room preparation
- Site Security
- Cleaning
- Heating
- Administration duties

The postholder will need to have a flexible approach, work as part of a team, as well as on their own initiative, ensuring confidentiality at all times.

CORE TASKS
The post holder must, at all times, carry out his or her duties and responsibilities in accordance with the aims of the school and in such a manner as to enhance the good reputation of the school.

SECURITY
When on duty, ensure the school premises and equipment is safe and secure at all times by:

- Opening and securing school premises
- Security of Keys
- Reporting breaches of security.
- Reporting cases of illegal entry to the police.
- Securing valuable items of equipment left unsecured.
- Ensuring external/internal security lights are operating.
- Preventing trespass, including challenging identity of unknown.
- Ensuring that unauthorised parking of vehicles does not occur.

LETTINGS
Whilst on duty: -

- Ensure that premises are in a satisfactory state prior and after the letting.
- Be on the premises to meet the hirer, sign in each booking and deal with any enquiries.

- Ensure hirers and their customers are directed to the appropriate area.
- Inspect the premises after lettings, reporting any incidents of damage.
- Reinstate any hired area.
- Set up equipment needed during the letting that belongs to the school.
- Carry out security patrols during the letting.
- Act as a liaison between users and the lettings co-ordinator.

ADMINISTRATION

- Assist the school lettings co-ordinator in organizing and planning the school facilities.
- Provide administrative support, recording any amendments as required.
- Ensure that all communication is effective and consistent, reflecting the values of the school
- Liaise with staff, parents, Governors and visitors confidently and efficiently.
- Undertake other administration duties on behalf of the school, as required.
- Complete monthly timesheets and submit claims on time.
- Adhere to all school policies and procedures.

Undertake professional development as required and participate in the schools' annual professional development programme.

Comply with the requirements of Health and Safety, other relevant legislation and school policies and to understand and comply with the school's Equal opportunities Policy.

Undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

Training

Full training will be provided.

Physical Requirements

The successful candidate is expected to be in good health and capable of lifting and preparing rooms for hire.

Working Conditions

The successful candidate will be based in the main reception area.

GENERAL

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection reporting all concerns to the appropriate person.
- To attend training courses as directed by the School Business Manager.
- To play an active part in the life of the school, sharing the aims and objectives of The Burgate School and Sixth Form.
- To take part in the School's Annual Review and Appraisal Scheme for Support Staff.
- Carry out other duties as are within the scope and the spirit of the job purpose, the title of the post and its grading.

Lettings Supervisor: Person Specification

Qualifications or Experience	Essential	Desirable
Experience of working in a leisure, fitness or school setting		X
Knowledge of health and safety or willingness to attend training	X	

Skills and Attributes	Essential	Desirable
Good standard of education and good written skills	X	
Good problem solving skills	X	
Good communications skills with an ability to maintain a warm and positive approach to all hirers and staff	X	
Good organisation skills	X	
Works well under pressure	X	
Able to work in a team, take direction, work on own initiative and be proactive	X	
Good time management skills	X	
Ability to be flexible	X	
Good ICT skills	X	
Ability to work with a minimum of supervision	X	

Personal Qualities	Essential	Desirable
Reliable and efficient	X	
Excellent interpersonal skills, approachable, patient	X	
Have a good record of punctuality and attendance	X	
Have a positive and optimistic outlook	X	
A commitment to promoting the ethos and values of the school	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
Commitment to equal opportunity	X	

Essential Competences	Essential	Desirable
Willingness to work flexible hours	X	
Confidentiality on all school matters	X	
Willing to undertake training course that are relevant to the duties of the post or are required for Health and Safety reasons	X	
Clean and smart appearance	X	
Strong team player	X	
Smart appearance	X	

All staff are expected to maintain a high standard of professional commitment and to work together for the good of the students and of the school.