

## JOB DESCRIPTION

<b>Title of Post:</b>	Lettings/Facilities Manager
<b>Grade/Hours</b>	Scale 7, Point 19 - 24 Full Time - 37 hours per  <b>Hours:</b> Monday, Tuesday & Wednesday 3.05pm - 10.15pm Saturday & Sunday 7.30am - 4.30pm (30 mins unpaid break per shift)
<b>Responsible to</b>	Premises Manager
<b>Liaison with:</b>	External Community of hirers
<b>Job Purpose:</b>	To actively promote the Astroturf and the school facilities to the outside community and to be the point of contact for external users and to ensure the site is secure when unoccupied. To assist school site team in ensuring compliance to all policies and managing all aspects of lettings.

### DUTIES

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the post holder.

#### FOOTBALL DEVELOPMENT & LETTINGS

- To ensure that the school facilities are available to the local community as part of a managed lettings programme.
- To assist the Premises Manager to ensure that the premises team cover the required opening hours as part of their managed shift patterns.
- To actively promote the school premises to the outside community and to investigate how the community would like to use the school for outside projects.

#### SECURITY & SUPERVISION

- To advise the Premises Manager of any issues relating to the attainment of the highest standards of premises management.
- The security of the premises and contents including operation of fire and burglar alarms, CCTV and keyholder responsibilities.
- Providing access, where possible, to the premises and classrooms in the event of snow or minor flooding or similar emergency situations.
- Attempting to prevent unauthorised access onto the school premises or grounds. (Note: in fulfilling this responsibility all employees are expected to work within established school procedures and the Code of Practice No. 32(S) Managing Violence in Schools).
- To assist with the upkeep of the Asset Management Register.

#### ADMINISTRATIVE TASKS

- Dealing with all invoices, including processing for payment.
- Maintaining records of lettings and hirers details
- Communicating via email with the Premises Manager

## **CARETAKING & MAINTENANCE**

- Carrying out school-based procedures in the event of fire, flood, breaking and entering, accident or major damage.
- Preparing the school premises and site for out of school activities.
- Maintaining the upkeep of the changing facilities and ensuring they are clean for both school and community use.

## **HEALTH & SAFETY**

- Assist the Premises Manager to ensure that the premises are maintained in line with all current Health and Safety legislation under guidance of the Health and Safety Officer; that the Premises Team complies with all relevant Health and Safety requirements; and that all contractors are operating to required Health and Safety standards.
- Ensuring the implementation and compliance with appropriate Codes of Practice throughout the school.
- To complete a weekly maintenance site report and health and safety checks of the school.
- Monthly health and safety checks and maintain records.

## **OTHER DUTIES**

- To support the Premises team with the maintenance and daily checks of the swimming pool facilities etc.

## **Additional Requirements**

- It will be a necessary requirement of this post that the Facilities Manager will carry a mobile 'phone when on duty and cover for sickness of shift staff, if required. In-service training in support of duties will be required.
- It will be a necessary requirement of the post to hold a valid 3-day First Aid Certificate and training for this will be provided.

## **GENERAL**

Such other duties relating to the use of the premises and site as may be necessary from time to time in accordance with established local practice or with the reasonable requirements of the school and Local Governing Committee.

The duties may be varied by the Headteacher to meet changed circumstances in a manner compatible with the post held.

The Trust and Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

It is a requirement to:

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Ensure that all School and Trust policies are adhered to.

## LETTINGS MANAGER PERSON SPECIFICATION

General heading	Detail	
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	Experience of management of a large site, work planning, contract negotiation and supervision and budget management is desirable.
	Knowledge of relevant policies and procedures	Understanding of general school policies and procedures.
	Literacy	Good reading and writing skills. Ability to compose a professional email.
	Numeracy	Ability to count and undertake mathematical calculations. Ability to use Excel to create and maintain spreadsheets.
	Technology	Excellent knowledge of security, heating plant and other building systems. Ability to undertake DIY tasks.
	First Aid	Hold a valid First Aid at work qualification or be willing to attend training.
<b>Communication</b>	Written	Ability to complete complex forms, write letters and detailed reports.
	Verbal	Ability to exchange complex verbal information easily on the telephone and face to face.
	Languages	Seek support to overcome communication barriers with children and adults.
	Negotiating	Ability to negotiate effectively to achieve best outcomes. Ability to manage difficult or controversial exchanges.
		Understand and support the differences in Children and adults and respond appropriately
		Basic understanding of the learning experience provided by the school.
<b>Working with others</b>	Working with partners	Ability to make a proactive contribution to the work of the school team. Seek out, develop and maintain appropriate relationships with those involved with the site management function of the school
	Relationships	Ability to establish rapport and respectful, trusting relationships with others.

	Team work	Ability to make a distinctive contribution to the work of a team.
	Information	Contribute to the development and implementation of effective systems to share information.
<b>Responsibilities</b>	Organisational skills	Excellent organisational skills
	Time Management	Ability to manage works contracts
	Creativity	Demonstrate ability to resolve complex problems independently
<b>General</b>	Equalities	Awareness of and commitment to equality
	Health & Safety	Excellent understanding of Health & Safety regulations
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance

**NOTE**

This job description is not necessarily a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the holder of the post.

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(May 2023)

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