



## **JOB DESCRIPTION FOR SCHOOL LETTINGS SUPERVISOR**

### **Principal Responsibilities**

- Under the direction of the Lettings Manager, oversee and manage the facilities for out of hours lettings and school events.
- Act as a designated key holder and be responsible for the school premises and be responsible for the routine and non-routine (emergency) closing of the premises.
- To report trespass, theft or unauthorised parking of vehicles to the Trust Manager for Facilities and Estates. Liaise with the Trusts security contractor as necessary.
- Ensure that buildings and the site are secure, taking remedial action if required including undertaking or arranging emergency repairs.
- Be prepared to cover any site within the Trust as directed.

### **Work Profile**

- Undertake general portorage duties related to lettings or school events, including moving furniture and equipment within the school.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the Trust Manager for Facilities and Estates immediately.
- Undertake regularly health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Adhere to the school, Trust, local and national authorities' guidelines and exercise professional discretion at all times.
- Be aware of, and comply with, policies and procedure relating to child protection, health, safety and security, confidentiality and GDPR regulations, reporting all concerns immediately to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the school and Trust.
- Attend relevant meetings as required.
- To maintain confidentiality.
- The role of Lettings Supervisor requires periods of physical effort such as lifting, bending and stretching as well as using tools and equipment.
- Work is occasionally exposed to conditions that are generally unpleasant; hot, cold, wet, noisy, dirty or that involve some measurable physical risk.
- Be available to undertake similar work at another Trust school as required.
- Cover for colleagues with a similar job role in their absence.
- Undertake general caretaking duties as required/directed by school/trust site staff.
- Drive between sites.

**All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development.
- Ensure health and safety and good behaviour of pupils at all times.
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment.
- Demonstrate and assist others in safe and effective use of specialist equipment/materials.
- Contribute to the overall ethos and aims of the school.

**Conditions of Service:**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust or one of its schools must be reported to the Headteacher of your current school.

Kingsbridge Educational Trust are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the Trust/School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

**All school based posts are defined as Regulated Activity and therefore this post is subject to an Enhanced with Barred List DBS check.**

Signed	Date
Signed  <i>(Headteacher/Line Manager)</i>	Date