

Job Description	
<b>Job Title:</b>	Senior School Lettings Assistant
<b>Reports to:</b>	Leadership Support Team Leader
<b>Responsible for:</b>	<p>To represent Kimberley School during community lettings, displaying a high level of responsibility, reliability, organisational and communication skills.</p> <p>To co-ordinate the School Lettings Assistants to ensure all lettings are covered</p> <p>To provide cleaning of lettings areas as required.</p> <p>To cover lettings during evenings, weekends and school-holiday periods so a flexible approach to working hours is essential.</p>
<b>Main Responsibilities:</b> <ul style="list-style-type: none"> <li>To hold keys to the Premises and maintain the security of the premises together with its contents during lettings.</li> <li>To liaise with school lettings administration regarding the lettings information and co-ordinate the School Lettings Assistants to ensure all lettings are covered.</li> <li>To arrange ad hoc cover of School Lettings Assistants in case of absence.</li> <li>Opening the premises prior to scheduled bookings and ensuring safe closure of the venue at the end of a scheduled booking</li> <li>Ensuring that the areas relevant to the letting is set up prior to the start of the session and cleared up afterwards to the expected standard, reporting any issues or faults with equipment or facilities as required</li> <li>To provide cleaning of lettings areas before or after lettings as required.</li> <li>Maintaining equipment as necessary</li> <li>Ensuring facilities are clean, tidy and presentable prior to any bookings</li> <li>Providing First Aid equipment in the event of an accident</li> <li>Delivering excellent customer service at all times</li> <li>Resolving or report customer queries or complaints</li> <li>Maintaining compliance with school policies</li> <li>Manage time effectively to support all lettings running at the agreed times.</li> </ul> <p>Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.</p>	

Person Specification	Essential	Desirable
Excellent customer service skills	Yes	
Experience of working in a school / college environment		Yes
Awareness of child protection and safeguarding policies		Yes
Working experience of health and safety legislation		Yes
The ability to work alone or as part of a team	Yes	
Basic computer skills (Word, Excel, Powerpoint, Email and Internet use)		Yes