

Lettings Supervisor Job Description

Post	Lettings Supervisor
Responsible to	Facilities Manager
Responsible for	To provide security and onsite facilities management during periods of school lettings
Working hours	Sessional – as per advert (paid LLW per hour)
Working Weeks	Sessional – as per advert

Everyone at Plumstead Manor works to fulfil our **School Plan**. All support staff contracts are subject to the terms and conditions as set out in the latest **NJC Pay and Conditions (Green Book)**

Purpose:

1. Contribute to the development and provision of the highest quality of education at Plumstead Manor School.
2. To actively contribute to the provision of a clean, comfortable, accessible and safe school site.
3. To provide caretaking and building management across the school site.
4. Facilitate the effective operation of the school building as a public site accessible to a wide range of users.

Members of our support and admin staff are expected to:

- Uphold the school vision and plan.
- Demonstrate their commitment to equality and justice, success and harmony.
- Actively support and support the highest standards and expectations for students across the school.
- Work collaboratively with other colleagues to ensure and realise the school vision and to meet the needs of individual students.
- Support the school's stance on equality and the provision of excellence for all our students in a successful and harmonious community.

Raising Aspirations, Securing Success

- Under the direction of the Facilities Manager, oversee and manage the facilities for out of hours lettings and school events.
- Undertake general portorage duties related to lettings or school events, including moving furniture and equipment within the school.
- 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.
- Ensure that buildings and the site are secure, taking remedial action if required.
- Perform duties in line with health and safety regulations (COSHH) and take action where hazards are identified, reporting serious hazards to the Facilities Manager immediately.
- Replenishing consumables as required and complete requisitions as necessary.
- Maintain the school in a clean, tidy and safe condition, including picking up litter, unblocking drains & toilets, salting paths and play areas during inclement weather, clearing snow, removing excess water, and clearing leaf litter.
- Undertake regular health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules

- Report all faults and defects to the Facilities Manager. Escalate major issues using out of hours numbers provided in an emergency.
- In the event of a fire, to be the schools Fire Marshall and ensure all visitors are evacuated to the designated assembly point in a calm and timely fashion (training will be provided).

Challenge and Creativity

- To receive visitors escorting them to and from facility appropriately using the school's security system, with checks prior to and following letting facility is left as found.
- To assist with cleaning where necessary during the letting, including carrying out spot checks and emergency cleaning (e.g. following spillages, the clearing of bodily fluids)
- To set and check alarm systems as appropriate
- To provide cover for other school lettings activities, including site security support in the event of absence or planned holidays if required and/or available.
- Operate boilers, check temperature gauges and report faults as necessary.
- Any other duties as directed by the line manager within the individual competence and the grade of the post.

Cultivating Harmony and Respect

- At all times, operate within the school's Equalities policies
- Monitor and maintain school resources
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation
- Carry out First Aid if required (Training will be given)
- Contribute to the maintenance of a caring and stimulating environment for young people
- Ensure the guidance of the Children Act are fulfilled including any supplementary Safeguarding and Child Protection guidance in line with school policies and procedures, including the PREVENT duty.
- Complete any additional responsibilities commensurate with the level of this job description, as required by the Head Teacher, Business Manager or Premises Manager.

Person Specification

All support staff at Plumstead Manor are bound by the School Vision and Plan, and the shared expectations in the job description. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

Post	Lettings Supervisor	
Grade	Sessional – LLW as per advertisement	
Responsible to	Facilities Manager	
Responsible for	Provision of the highest quality of care to the building and premises around Plumstead Manor School in order to secure a clean, comfortable, accessible and safe environment for all users of the school buildings.	
Working hours	Sessional – as per advert	
Working Weeks	Sessional – as per advert	

Selection Criteria

Training Qualifications and Experience	<p>Candidates must demonstrate that they have:</p> <ul style="list-style-type: none"> • Evidence of proficient literacy and numeracy skills. • Level 2 English and Maths or equivalent <i>is desirable</i>. • A technical qualification or skilled vocational qualification to at least Level 3 <i>is desirable</i>. • Experience in a similar role • Understanding of Health and Safety at work legislation. • A First Aid Qualification or willingness to train.
Personal, Professional Qualities and Attributes	<p>Candidates should demonstrate that they</p> <ul style="list-style-type: none"> • can support the Head Teacher in fulfilling the School Vision and Plan. • have the ability to communicate clearly orally and in writing. • have the ability to liaise effectively with students and staff. • have the ability to work in partnership and collaboratively with other members of a team. • are able to work flexibly, and are open to varying start/finish times. • through personal commitment, contribute to maintaining and developing our ethos based around excellence, justice, success and harmony. • seek and act on feedback from others. • have resilience and tenacity, combined with a high level of integrity. • understand what needs to be done, do it right, and on time.

Professional Knowledge and Understanding	<p>Candidates should demonstrate that they have</p> <ul style="list-style-type: none"> • Ability to establish and maintain effective working relationships at all levels. • Knowledge and understanding of the school's Safeguarding policy and practice. • An understanding of and commitment to the School's Equal Opportunities Policy and ability and willingness to promote equality of opportunity through the duties of the post. • Understanding of the schools policies on Behaviour, anti bullying and Child protection and the standard operating procedures for dealing with incidents. • Ability to prioritise and balance long and short term demands; to organise own workload. • Ability to plan and manage own day-to-day work, to ensure routines are followed and work is attended. • Ability to interpret and apply direction and guidance from senior staff concerning the management of the school and the welfare and care of students. • To prioritise and use own initiative when necessary in dealing with issues and to adopt a flexible approach to all duties undertaken.
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