

Brighter Futures Learning

Partnership Trust

**APPLICATION INFORMATION**

Contents:

**Job Description**

**Person Specification**

**How to Apply**



Job Description

**JOB TITLE: Lettings Assistant based at Hungerhill School for Brighter Futures Learning Partnership Trust**

**BAND: 4 SCP3 – SCP4**

**RESPONSIBLE TO: Finance Manager and Site Manager**

**KEY DUTIES AND RESPONSIBLITIES**

* Managing the lettings attendance register prepared by the Finance Manager, obtaining appropriate signature from the user.
* Liaising with the Finance Manager reporting any discrepancies or concerns.
* Preparing letting facilities for use, opening doors and gates as required.
* Ensuring all internal and external lighting is switched on / off as required.
* Maintaining lettings facilities during and after use, including cleaning as required.
* Ensuring all entrances, corridors, floors and walls are adequately cleaned during lettings facilities are in use.
* Securing lettings facilities after use, checking windows and doors and setting the security alarms as appropriate.
* Ensuring personal possessions/valuables left behind are safely stored until they can be returned.
* Assisting in any emergency as required by following Health & Safety procedures.
* Assisting the site team with the setting out of any room or hall with tables desks chairs etc. as required for assemblies, meetings, exams etc.
* Be aware of the location of all stopcock and isolation switch positions.
* Be aware of the emergency isolation procedures for the gas, water and electricity supplies for the school.
* Removing litter from the school premises both internally and externally as required.
* Assisting in the porterage of any furniture, equipment or stores around the school as required.
* Assisting with fire practices and evacuation procedures as required.
* Report damage to any item of school property or school building to the Site Manager.
* Carry out any other duties considered to be within your capabilities by Line Management.
* Ensuring you utilise the Solo Protect Lone Working management system.
* To be responsible for promoting the safeguarding and welfare of students in the school.
* Attend any training as designated.

 **The nature of the role demands flexibility with regards to the needs of the school.**

**These duties and responsibilities should be regarded as neither exhaustive nor exclusive, as the postholder may be required to undertake other reasonably determined duties and responsibilities commensurate with the grading of the post, without changing the general character of the post. Dependant on need, you may be deployed across the Trust.**

**This position is subject to satisfactory DBS Disclosure.**



Person Specification

**POST: Lettings Assistant based at Hungerhill school for Brighter Futures Learning Partnership Trust**

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| --- | --- | --- |
| **Qualifications** | **Essential** | **Desirable** |
| * Basic literacy and numeracy
 |  |  |
| **Experience** |  |  |
| * Experience of caretaking/security
* Experience of young people
 |  |  |
| **Knowledge and skills** | **Essential** | **Desirable** |
| * Communication, reporting and recording skills.
* An understanding and commitment to working within H&S Legislation. Issues relating to the safeguarding and welfare of children.
* Issues relating to the safeguarding and welfare of children.
 |  |  |
| **Personal qualities** | **Essential** | **Desirable** |
| * Well organised
* Enthusiastic
* Flexible attitude
* Ability to show initiative
* Honest
* Polite
* Helpful
* Able to work mostly evenings with flexibility around school needs
 |  |  |

**How to Apply**

Thank you for considering joining our trust. If you feel you are the person we are looking for, please complete a Brighter Futures Learning Partnership Trust application form **(CV’s will not be accepted for this post)** and add a concise letter of no more than two sides of A4 addressing the following:

* why you are applying for this position
* how your experience to date will enable you to successfully take on the role.

Closing date for applications is 9am 6 May 2024

Interviews will be held 9 May 2024

**\*Please note that if you have not been contacted by 4pm 7 May you have not been shortlisted for interview.**

**Good luck with your application**

