| **Job Title:**  School Lettings Supervisor | **Department: Education** |
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| **Division/Section:**  **Little Ilford School** | **Job Number:** |
| **Grade: £14.25 Hourly rate**  **Hours:** Casual hours - primarily evenings and weekends throughout the year | **Date last updated: May 2025** |

| **EQUALITY AND DIVERSITY** |
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| We are committed to and champion equality and diversity in all aspects of employment with the London Borough of Newham. All employees are expected to understand and promote our Equality and Diversity Policy in the course of their work. |

###### **Overall Purpose of Job**

* To carry out school lettings ensuring they are appropriately serviced in accordance with the school’s Lettings Policy.
* To undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.
* To support the premises team where necessary with the ability to respond flexibly to changing priorities and changes in routine.

**Person reports to: School Business Manager**

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## **Key Tasks and Accountabilities**

Key tasks and accountabilities are intended to be a guide to the range and level of work expected of the postholder. This is not an exhaustive list of all tasks that may fall to the postholder and employees will be expected to carry out such other reasonable duties which may be required from time to time.

To have overall responsibility for the supervision of the school premises including:

* Locking and unlocking the premises, areas and rooms, buildings and the Astroturf as per bookings
* Meeting hirers at the beginning of each letting, ensuring facilities requested are unlocked and available. Ensuring community users sign the Lettings sheet
* Staying in attendance on the school site, dealing with any problems or queries as they arise
* Carrying out security checks, including the site perimeter and frequent patrols of the schools grounds. Paying attention to security to ensure no unauthorised access during the lettings period
* The safe operation of fire, security systems and floodlights of all outdoor spaces
* Responding to emergencies affecting the school premises
* Having up to date knowledge of Health and Safety issues at all times and promoting the same for all staff, students and visitors to the school
* Carry routine maintenance relating to lettings– grounds/buildings as required
* To be proactive in maintaining excellent cleaning standards in both designated areas and those required in support of the Premises team
* Moving furniture as requested, within Health & Safety guidelines e.g. setting out and clearing away chairs and tables.
* Cleaning floors and other communal areas as requested
* Ensure any Health & Safety issues are reported to the School Business Manager
* Ensure safe working practices and the correct use of plant and equipment at all times. ∙ Safe storage of all cleaning and COSHH materials
* Contribute to any site/lettings related risk assessment
* Carry out emergency cleaning duties which may arise
* Where necessary ensuring that main entrances and paths are clear of snow or ice by applying salt.
* To maintain a highly visible, friendly and approachable presence during lettings
* Troubleshoot problems as they arise
* Where necessary to support the site staff during the week, including locking up.
* To treat students, parents, staff, visitors and contractors with care, consideration and courtesy in accordance with the schools ethos and values
* To promote a favourable image of Little Ilford School to all site users
* To present high standards of personal appearance in accordance with the schools ethos and values
* Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
* Work with the designated safeguarding lead (DSL) to promote the best interests of pupils, including sharing concerns where necessary
* Promote the safeguarding of all pupils in the school

**School Lettings Supervisor Person Specification**

| **CRITERIA** | **METHOD OF ASSESSMENT** |
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| Knowledge/Experience   * Security practices and procedures (Essential) * Knowledge of IT (Essential) * Experience of implementation of policy and procedures(Desirable) * Knowledge of Health and Safety practises (Desirable) * Experience of supporting the implementation of SEN and disabilities legislation and codes of practice (Essential) | Application Form |
| Skills & Abilities   * Ability to work on own initiative (Essential) * Ability to work and make decisions in unsupervised settings (Essential) * Ability to work under pressure (Essential) * Literacy and numeracy skills (Desirable) * Customer care skills (Essential) * Time management skills (Essential) * Ability to organise and prioritise own workload, meeting agreed targets and deadlines (Essential) * Self-starter, who can work on own initiative or as part of a team (Essential) * Presentable in personal appearance (Essential) * Ability to problem solve and to present solutions. Flexible 'can do' attitude (Essential) * Excellent communicator (Essential) * Honest, reliable and trustworthy (Essential) * Ability to work unsocial hours/weekends and be on call to attend at short notice (Essential) * First Aid qualification (Desirable) | Application Form & Interview |
| Equal Opportunities Awareness   * Awareness of and commitment to Equal Opportunities issues (Essential). * A commitment to working in a multi-cultural environment and with students from diverse backgrounds (Essential). * A commitment to work in a flexible and collaborative manner with other members of the school community (Essential) * Commitment to safeguarding and equality | Application Form, Interview |