



Role Profile

Weekend lettings assistant

Accountable to:	Premises Manager
Other Staff relationships	Lettings administrator, other premises team members.
Location:	Oathall Community College
Grade:	2 (JDQ SCH346)

Job Summary

The post holder will unlock and lock up the college facilities for users as well as preparing any resources/equipment needed. They will also clean areas of the school as directed by the premises manager.

Physical effort & working environment

The role will occasionally involve some physical effort and movement around the site. The post holder will be required to work at weekends, mainly Saturday morning. The post holder will generally work on their own. The role involves some working outside in all weathers.

Main task areas

- Assist hirers and users of the college facilities in a professional, courteous and friendly manner.
- Ensure the all-weather pitch and other parts of the school are unlocked and made ready at the start of each booked session for hirers and users. This includes opening up, switching on and off floodlights, ensuring equipment is set-up and keeping the area clean and reporting any safety issues to the premises manager.
- Ensure all facilities are locked up and secured at the end of the hiring session.
- To make sure hirers are prompt in leaving the facility at the end of their booked session and report any infringement of the terms and conditions of use by hirers to the lettings administrator and premises manager.
- Occasionally open and lock-up the school site for weekend contractors as directed by the premises manager.
- Occasionally open and lock-up the school site for school use and events as directed by the premises manager.
- Carry out cleaning duties as directed by the premises manager.

Health and Safety

- Ensure all Oathall Community College practices relating to security, fire and emergency are observed.

Any Other Duties

- Undertake any other duties as may reasonably be requested of a premises team members as directed by your line manager.
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Person Specification

Knowledge

Essential

Basic Literacy and numeracy

Desirable

GCSE Qualifications or above in English and Maths

First Aid at work

Skills

Essential

Able to communicate effectively

Able to operate effectively with a minimum of formal supervision

A team player

Ability to use own initiative and prioritise workloads

Experience

Desirable

Has previous cleaning or facility management experience, working in a school (voluntary or paid) or a leisure/sports facility