

Weekend & Evening Casual Lettings Assistant

Part Time, Evenings and Weekends, as and when required by lettings.

£8.20 per hour

Starting January 2017

Main Purpose: To be responsible for ensuring that the school is open and prepared for the use of the local community lettings in the evenings and at weekends.

Key Tasks:

1. To lock and unlock the premises and ensure they are prepared for the evening and weekend letting activities.
2. To act as the main site contact for any caretaking or emergency issues that may arise whilst on duty.
3. To ensure the buildings have been left in a suitable condition after the evening and weekend activities, reporting any issues to the Business & Operations Manager.
4. To perform other such tasks as may reasonably be requested by the Line Manager.

Person Specification

Desirable Experience

Previous caretaking experience
Previous experience working in a school
Previous experience in dealing with
Community Groups

Personal Qualities

Friendly and approachable
Ability to remain to remain calm and
composed within a busy environment
Good timekeeping
High personal and professional standards
Flexible and adaptable
Customer Care orientated
Good attention to detail
Organised and able to prioritise workload
Ability to work independently and as part
of a wider team
Ability to relate well to children and adults
Willingness to undertake further training