

JOB DESCRIPTION	
JOB TITLE: Lettings Coordinator	
GRADE: 4 20 hours per week, including Saturday and Sunday	
REPORTS TO:	
1.	PURPOSE OF JOB: To provide an onsite service to manage the lettings for the 3G pitch, sports hall, and other lettings as required across both campuses, security of the premises and its contents, heating and lighting of the premises. Carry out safety checks as required ensuring adequate records are maintained.
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES
	<ul style="list-style-type: none"> • Liaise with Full Service Extended School Administrator to assist with booking, managing and facilitating lettings and carry out associated tasks • Meet and sign in lettings in line with Health and Safety procedures • Record and monitor lettings attendance • Patrol site to ensure campus is safe and secure during the shift and take remedial action if required • Act as the designated point of contact and key holder for the academy premises during the shift. • Operate systems such as heating, cooling, lighting and security when required. • Perform duties in line with health and safety regulations and take action where hazards are identified, report serious hazards to line manager immediately • Undertake regular health and safety checks of buildings, grounds, fixtures and fittings, (including compliance with fire safety regulations) to ensure the continued safety of occupants. • Patrol site at shift end to ensure ALL external doors and window are secure and no occupants remain. • To open up indoor lettings at least 15 minutes prior to the start of the session. • For matches on 3G pitch the facility must be open 45 minutes prior to the start of the session • Use ride-on-mower to maintain 3G surface, empty external rubbish bins, and other grounds maintenance/porterage jobs. • Sweep up in the changing rooms and clean around between teams. Ensure corridors, changing rooms and toilets remain clean and tidy at all times. • Sweeping and mopping to be carried out when required. • Ensure that all the equipment is safe to use and where weights are required to secure goal posts they are in place and to ensure that all equipment is being used safely and correctly. • Clean sports hall floor as and when required to maintain safety. • To pick up all litter on and off the pitch at the end of each letting • All equipment to be returned to its storage space after every letting. • To ensure all floodlights, internal lights are switched off and that all doors, gates within the school are secure and Alarm security systems for both premises at shift end, contact monitoring station to ensure alarm has set and lock gates on exit.

	<ul style="list-style-type: none"> • Monitor stock levels * Other duties as required by the academy
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3.	<p>MANAGEMENT OF PEOPLE</p> <p>None</p> <p>SUPERVISION OF PEOPLE</p> <p>None</p>
4.	<p>CREATIVITY AND INNOVATION</p> <p>The postholder may be required to re-schedule tasks, in order to fit around lettings during the working hours.</p>
5.	<p>CONTACTS AND RELATIONSHIPS</p> <p>Contact with Line Manager Day to day contact with other employees at the school Contact with members of the public regarding school lettings Day to day contact with students and parents</p>
6.	<p>DECISIONS</p> <p>a) Discretion –</p> <p>The postholder may have a wide range of choices within a program of work, advice may not always be available, but work is carried out within a variety of procedures and policies.</p> <p>b) Consequences –</p> <p>Impact on the school would be quickly identified and easily remedied eg security or cleanliness of premises</p>
7.	<p>RESOURCES</p> <p>Ride-on-mower, cleaning equipment and materials, machinery, ladders, floor care equipment,</p>
8.	<p>WORK ENVIRONMENT</p> <p>a) Work Demands</p> <p>The postholder may be asked to carry out a number of tasks and conflicting priorities, however, this does not impact on the overall program of work.</p> <p>b) Physical Demands</p> <p>Physical effort necessary associated with working at heights, use of equipment, bending, moving and handling.</p> <p>c) Working Conditions</p> <p>Some lone working may be necessary. Possible exposure to human waste or other bodily fluids. Exposure to normal levels of dust found within a school environment. Some working outside on school premises. Flexibility regarding working hours</p>

	<p>d) Work Context</p> <p>Post holder will be at some risk working with cleaning chemicals and equipment, may be at risk of abuse and aggression from members of the public, children, parents,.</p>		
<p>9.</p>	<p>KNOWLEDGE AND SKILLS</p> <p>The post holder must have a good understanding of Health and Safety. Safe working methods to be used in accordance with COSHH assessments for hazardous substances.</p> <p>Understanding the Provision and Use of Work Equipment Regulations</p> <p>Knowledge of intruder alarms/CCTV and heating systems.</p>		
<p>10</p>	<p>GENERAL</p>		
<p>Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.</p>			
<p>Equal Opportunities - The postholder is required to carry out the duties in accordance with the Equal Opportunities policy.</p>			
<p>Health and Safety - The postholder is required to carry out the duties in accordance with the Health and Safety policies and procedures.</p>			
<p>Safeguarding -. All employees need to be aware of the possible abuse of children and if you are concerned you need to follow the Trust Safeguarding Policy. In addition employees working with children have a responsibility to safeguard and promote the welfare of children during the course of their work.</p>			
	<p>Name:</p>	<p>Signature:</p>	<p>Date:</p>
<p>Job Description written by: [Manager]</p>	<p>.....</p>	<p>.....</p>	<p>.....</p>
<p>Job Description agreed by: [Postholder]</p>	<p>.....</p>	<p>.....</p>	<p>.....</p>