**VACANCY DETAILS**

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| **Post title:** School Lettings Duty Manager | | | |
| **Team** | Facilities support team | **Line Manager:** | Facilities manager |
| **Grade:** | Grade 5 £21,968 - £24,054 | Actual annual pro rota salary (£14,843 – £16,252) |  |
| **Contracted Hours** | 25 hours per week, 52 weeks per year | **Hours worked** | Shift pattern:  Mon – Fri 5.30-10pm weekends 8am-4.30pm |

An opportunity has arisen to join the Facilities Team at Lostock Hall Academy. We are looking for a knowledgeable, hardworking, and enthusiastic School Lettings Duty Manager to oversee the running of our facilities hire outside of school hours in the evenings, at weekends and during school holidays.

This is a new post providing an exciting and unique opportunity for the right candidate to join a high performing team.

The Leadership Team, Facilities Team and the staff at the academy are committed to our students and our community to enable access to great sports facilities to help build good, healthy habits for life.

We are looking to recruit a talented, hardworking individual who can contribute to a collaborative partnership between school and the South Ribble community of Lostock Hall. Since the management of all facilities returned to the school in April 2021, the hiring of our facilities has increased and our strategic aim is to ensure this continues, giving our students and the local community the best sports and leisure provision in the area.

The successful candidate will have an active input in contributing to our mission and strategic aim. They will represent Lostock Hall Academy and be the first point of contact for our external users. It is vital that the successful candidate is able to uphold the core values of the academy and provide a professional interface at all times. They should have experience and knowledge of customer service delivery with the ability to successfully promote the school facilities and manage a small team.

The post holder will take up a key post within the Facilities Team, reporting directly to the Facilities Manager.

The academy has been successful in securing funding to upgrade our external sport facilities provision and works have begun. It is therefore and extremely exciting time to be joining the team as our partnership with our local community evolves and develops further.

The role may suit an individual with sports management experience, general customer service skills, caretaking, DIY or security experience, with an interest in community sports and leisure activities and being a leader of a small team. It may also suit an individual who is studying sports management or has sports coaching experiences that could support our students during the school holidays or at after school clubs.

Further details of the post and application procedure are available on the academy’s website ([www.lostockhallacademy.org](http://www.lostockhallacademy.org)) or from

Mrs Michelle Hall, Personnel Manager (01772 646101 / [m.hall@lostockhallacademy.org](mailto:m.hall@lostockhallacademy.org) ). Applications will only be accepted using the Academy’s application form, which includes a supporting statement no longer than 2 sides of A4 and details of referees.

*Lostock Hall Academy is an Equal Opportunities Employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Appointment is subject to a successful DBS Enhanced Check and other relevant employment checks.*

LOSTOCK HALL ACADEMY TRUST, COMPANY NUMBER 07657427, AN EXEMPT CHARITABLE COMPANY REGISTERED WITH THE DfE

**JOB DESCRIPTION**

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| **Post title:** School Lettings Duty Manager |
| **Job Purpose:**  An opportunity has arisen to join the Facilities Team at Lostock Hall Academy. We are looking for a knowledgeable, hardworking, and enthusiastic School Lettings Duty Manager to oversee the running of our facilities hire outside of school hours in the evenings, at weekends and during school holidays.  This is a new post providing an exciting and unique opportunity for the right candidate to join a high performing team. |
| **Accountabilities/Responsibilities – appropriate for this post:**  Key duties: |
| Managing the day to day operation of the school lettings  • Arranging staff rotas in the Lettings Team for absences and holidays as required  • Carrying out opening and closing routines for all buildings and facilities used for lettings purposes as required  • Acting as a key holder  • Ensure excellent customer service by dealing with general email and telephone enquiries, ensuring timely responses, identifying key lettings for the school’s strategic aims and collecting and processing customer feedback  • Evaluate both internal and external feedback and take appropriate action with a view to continuously improving service where possible  • Attracting new lettings from clubs and groups to maximise income and minimise vacant hire slots using traditional and modern methods. A confidence in the use of social media is preferable. The marketing aspect of the role will be supported by the academy digital media team  • Preparing facilities for all bookings e.g netball posts, badminton nets, football goals, chairs needed to carry out the letting in consultation with the Facilities Manager and in some cases the IT team and attending to any reasonable unforeseen requests from the hirer as may be necessary  • Using and maintaining the lettings booking system to ensure all stakeholders have accurate visibility of lettings at any given time and creation and management of leagues, festivals, and tournaments from time to time  • Help promote and oversee all events held at Lostock Hall Academy  • Planning of own work and managing the work of the Lettings Team  • Ensuring that high standards of security, tidiness and cleanliness are maintained around the site  • Undertake other duties as may be reasonably requested by the Facilities Manager  It is important that the successful candidate has a team-working approach, alongside the ability to use their own initiative, and contribute to the school’s core values.  The ability to manage your own workload whilst being able to respond to the needs of others is essential.  You will benefit from working with very supportive colleagues in a well-established staff team.  As a school we are committed to continuous staff development and relevant training will be made  available to the successful candidate.  This post is a permanent part-time role for 25 hours per week, 52 weeks per year. Working hours will  be on a shift pattern between the hours of Monday to Friday 5.30pm – 10.00pm and weekends 8.00am– 4.30pm. There may occasionally be the need to work overtime for which payments or time in lieu can be negotiated. Job sharing and flexible working will be considered.  On conversion to Academy status the school maintained its pay grading structure, terms and condition for support staff and policies in line with the local authority. Length of service can be transferred if successful and currently in post at Lancashire County Council.  Membership of the Local Government Pension scheme is available.  Annual leave for a full time, full year employee is 25 days per year, increasing to 31 days after 5 years’ service (pro rata for part time, full year employees) with 2 additional discretionary days fixed within the festive season as well as the 8 statutory bank holidays across the year. |
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