



ST MARY'S

CATHOLIC HIGH SCHOOL LEYLAND

Casual Lettings Officer

Evening and weekend shifts to cover any shifts required (with notice)

Foundation Living Wage - £13.45 per hour

Required to start as soon as possible.

The school is seeking to appoint a well organised Lettings Officer to supervise fixtures on the 3G and in the Sports Hall. The successful applicant will act as keyholder and secure the premises as well as welcoming onto site letting users, who have pre-booked the school's facilities.

Duties will include

- ensuring the playing facilities are keep free from hazards
- ensuring that the letting users do not misuse school facilities
- clean and sanitize changing facilities after use
- ensuring that the school is a safe and clean working environment for our staff, children and outside users.

The successful candidate must be confident in using intruder alarm systems and be able to set up sports equipment. The successful candidate should have good interpersonal skills and be competent with health & safety.

Desirable Qualifications:

- First Aid Certificate

Essential Experience:

- Confident to work evenings, even in winter months
- Able to alarm an intruder system
- Ability to resolve conflict
- Awareness of Health & Safety issues.

Desirable Experience:

- Attention to detail
- Ability to work in an organised and methodical way
- Awareness of CoSHH

We are committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment. The successful applicant will be required to complete an enhanced DBS check.

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LET YOUR LIGHT SHINE

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