



## St Mary's Catholic High School, Leyland

<b>JOB DESCRIPTION</b>	
<b>Post Title:</b>	Lettings Officer
<b>Grade:</b>	1 - £12.60 per hour
<b>Car User:</b>	Desirable
<b>Responsible to:</b>	Business Manager
<b>Staff Responsible for:</b>	N/A
<b>Hours of Duties:</b>	To be confirmed as required.
<b>Contract:</b>	Casual. Zero rated. If for any reason the lettings do not take place, then your services are not required and no payment for services will be received.
<b>School Mission Statement:</b>	
In line with the explicit aims within the School Mission Statement all employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. St. Mary's Catholic High School, Leyland places the highest value on the very positive and supportive relationships which exist between teachers and between teachers and pupils. Achievement Leaders are expected to set a positive example to others in this respect.	
<b>Job Purpose:</b>	
Under the direction of the Business Manager, carry out lettings, ensuring they are appropriately serviced in accordance with the school's letting policy. To undertake opening of the school and monitoring the premises, preparing for and dealing with the lettings and external users of the building during periods of hire, cleaning of areas used, management of parking and security of the building.	
<b>Main Activities:</b>	
<p><b>Security</b></p> <ul style="list-style-type: none"> <li>• Locking the premises</li> <li>• Carrying out security checks, including the site perimeter and frequent patrols of the school grounds</li> <li>• Operation of All weather pitch floodlights and security system</li> <li>• Responding to emergencies affecting the school premises</li> <li>• Attention to security is very important to ensure there is no unauthorised access during the hire period.</li> </ul> <p><b>Janitorial Duties</b></p> <ul style="list-style-type: none"> <li>• Moving of furniture/equipment as requested, within H&amp;S guidelines, eg setting out and clearing away chairs and tables, or moving water urns</li> <li>• Cleaning floors and other communal areas as requested by Business Manager</li> <li>• Ensure any H&amp;S issues are reported to the Business Manager/Site Supervisor</li> <li>• Ensure safe working practices are adhered to</li> <li>• Safe storage of cleaning products</li> <li>• Carry out emergency cleaning duties which may arise</li> <li>• Where necessary ensuring that main entrances and paths are clear of snow or ice by applying grit</li> </ul>	

**Working Environment:**

The post holder regularly works outdoors and will sometimes be exposed to the weather in doing so.

**Physical Effort:**

The job involves a level of physical effort.

**Equal Opportunities:**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety:**

All employees have a responsibility for their own health and safety and that of other when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

**Safeguarding Commitment:**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

**Customer Focus:**

We put our customers' need and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- To maintain a highly visible, friendly and approachable presence during lettings
- Carry out duties in a polite, efficient and cheerful manner, building good relationships with regular users
- To treat all adults and children with care, consideration and courtesy in accordance with the school's ethos and values
- To promote a favourable image of St Mary's Catholic High School

**Skills Pledge:**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and/or numeracy if they do not have one already.