



JOB TITLE:	Lettings Supervisor
PURPOSE:	To provide security and onsite facilities management for School Lettings Customers
LOCATION:	Eltham Hill School
SALARY SCALE:	£10.85 per hour (LLW)
HOURS:	As per advert
REPORTING TO:	Facilities and Infrastructure Lead
Main Responsibilities	
<ul style="list-style-type: none"> • To act as a key holder for during the period of the allocated letting. • To be responsible for opening and closing the building and to ensure that the building is safe and secure at the start and end of occupation during each letting. • To carry out duties with due regard for Health and Safety Regulations and within the framework of the Council and relevant School Policies. • In the event of a fire, to be the schools Fire Marshall and ensure all visitors are evacuated to the designated assembly point in a calm and timely fashion (training will be provided). • To receive visitors and direct them appropriately using the school's security system. • To assist with cleaning where necessary during the letting, including carrying out spot checks and emergency cleaning (e.g. following spillages, clearing up vomit and other bodily fluids, etc.) • To check regularly that the outside safety and security systems, and fire safety equipment, is in good order during the allocated letting. • To report all faults and defects to the Facilities and Infrastructure Lead that may occur during a letting. Escalating major issues using out of hours numbers provided or in an emergency. • To receive stores and stock deliveries and ensure stocks are distributed as necessary. • To ensure the premises is vacated before securing. • To set and check alarm systems as appropriate • To provide cover other school lettings activities, onsite facilities management and site security support in the event of absence or planned holidays if required and/or available. • To be qualified to administer first aid. (Training will be provided). • Any other duties as directed by the line manager within the individual competence and the grade of the post. 	



Core Standards for all Eltham Hill Staff

- Support students development
- Liaise with parents, carers and families
- Commitment and contribution to improving standards for students.
- Share the school's commitment to safeguarding and promoting the welfare of all students.
- Contribute to positive relationships and provide effective support for your colleagues
- At all times, operate within the school's Equalities policies
- Provide leadership for your team and your area of responsibility.
- Monitor and maintain school resources
- Follow Health and Safety requirements and initiatives as directed
- Ensure compliance with Data Protection legislation
- Contribute to the maintenance of a caring and stimulating environment for young people
- To attend all staff meetings, relevant CDP training, Line Management and PRAD in line with School Policy.
- Any other task as directed by the Headteacher which fall within the remit of the Post.
- Adhere to professional business standards of dress, courtesy and efficiency.
- To pursue 'excellence, happiness and success', in line with the ethos of the school

Review & Approved By:	Eltham Hill School	Date:	September 2021
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Person Specification

Qualifications	Good level of education
Experience of:	Experience of working in a similar role and/or environment
Skills and Attributes	Excellent communication skills Good IT skills Ability to multitask Ability to work without direct supervision Ability to communicate clearly and accurately with a range of audiences Ability to work under pressure while maintaining a positive, professional attitude
Personal	Flexible Well organised and Well presented Self-confident Reliable Resilient, Committed & Determined