

## Job Description

---

**Job title:** Lettings Co-ordinator and Site Security Officer

**Main purpose of job:**

To provide administrative support for all evening lettings, including dealing with initial booking, greeting hirers, and facilitating the smooth running of Plume Academy during evenings to include the final lock up of the building.

**Department:** Premises

**Location:** Plume Academy

**Position reports to:** Premises & Health & Safety Manager

**Position is responsible for:** Weekend Lettings Officer

**Length of contract:** Permanent, 37 hours per week, 2pm to 10pm (with thirty-five unpaid lunch), Monday to Friday, (52.14 weeks per annum)

**Salary:** Band 3 Point 17 in the range of 17 – 21. Actual starting salary £22,834 per annum

### Key Responsibilities and Accountabilities

**Main Duties:**

**Lettings**

- to act as first point of contact for all potential lettings at the academy (using both the telephone and email)
- to act as the reception point for evening lettings to meet and greet visitors .
- to collate all bookings into a weekly shared diary, avoiding any diary conflicts
- to ensuring all evening visitors are signed into the building and that safeguarding and security procedures are adhered to by all parties.
- To liaise with football teams utilising the Artificial Grass Pitch to ensure the smooth transition from one club to the next
- to act as the contact point for any on site letting enquiries during the course of the evening
- to arrange necessary furniture and equipment as required, and paid for, for the hirer
- to ensure all equipment is correctly stored away at the end of each evening in order for the academy to be ready for students the following day
- to ensure all waste and mess from each letting is cleaned away at the end of each evening
- to carry out general office duties in relation to lettings, including typing and administrative support as determined by the Administration Lead



- to be responsible for all administrative aspects of academy lettings including liaison with outside agencies, premises and cleaning teams and other stakeholders as appropriate
- to work with the finance department to ensure all lettings are invoiced correctly.

### **Site Security**

- liaising with caretaking and premises staff to ensure a smooth handover at the end of each evening.
- working closely with the Premises Team to assist each other, including the Premises Manager and Health & Safety Officer
- deal with emergency situations including leaks, floods, fire alarms etc.
- to ensure all windows and doors are closed in the academy and all necessary lights are switched off at the end of the day.
- To be responsible for the final lock up of the building and setting relevant alarms in the building
- to act as a key holder and be on a team rota for alarm call outs if necessary

### **General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to complete all mandatory staff training in a timely manner
- to complete any other reasonable duty as required by the line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education		✓
Evidence of further professional study including high level administrative experience		✓
Good level of understanding of ICT in Microsoft packages	✓	
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives		✓
Experience of managing staff and students to resolve conflict		✓
Experience of responsibility in a pastoral area		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Staying calm and cheerful when working under pressure	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	