



## **Lettings Co-ordinator and Site Security Officer** **To commence as soon as possible**

We are seeking to appoint a Lettings Co-ordinator and Site Security Officer on a permanent basis to join our busy and expanding Site Team.

The successful candidate will contribute to the smooth running of the academy. The post holder will provide administrative support for all evening lettings, including dealing with initial bookings, greeting hirers, and facilitating the smooth running of Plume Academy during the evenings to include the final lock-up of the building.

### **Responsibilities of the Post Holder**

The main responsibilities are in accordance with the job description for Lettings Co-ordinator and Site Security Officer.

### **Remuneration and Working Time**

The hours of work required for the role are 37 hours, 5 days per week from 2 p.m. to 10 p.m. (with thirty-five minutes of unpaid lunch), 52.14 weeks per year. Flexibility is also necessary for weekend work to be advised in advance. The annual salary for a Lettings Co-ordinator and Site Security Officer will be in accordance with the Academy's Support Staff Pay Scale, which for an appointment for a full-time post currently involves a salary of Band 3 Point 17 in the range of points 17–21 with an actual starting salary of £22,834 per annum.

Salaries are reviewed by national negotiation with effect from April 1st each year. Progression through the pay scale is subject to an acceptable annual performance development review process.

### **Application Process**

If you are interested in the position and wish to discuss the post prior to application, please email [d.ologunde@plume.essex.sch.uk](mailto:d.ologunde@plume.essex.sch.uk) to arrange a telephone conversation. We are very proud of our academy and what we can offer new members of our team. The Human Resources team will be pleased to discuss the post and provide further information about the academy.

To apply, please complete the Plume Academy application form (see link via our website). This must be completed and submitted to [hr@plume.essex.sch.uk](mailto:hr@plume.essex.sch.uk) by the closing date stated (unaccompanied CVs or third-party application forms will not be accepted).

**Closing Date: noon, Monday 26 February 2024. Interviews are likely to take place during that week, however, candidates may be taken through to interview sooner.**

**Plume Academy remains fully committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and trustees to share this commitment.**