



# DARRICK WOOD SCHOOL

## SCHOOL LETTINGS OFFICER

### Job Description

**SALARY:** Casual supply £10 per hour

**HOURS:** Primarily weekends and occasional evenings. Flexibility will be required.

### Principal Responsibilities

- Under the direction of the Lettings Manager, oversee and manage the facilities for out of hours lettings and school events.
- Act as a designated key holder and be responsible for the school premises, and the routine and non-routine (emergency) closing of the premises.
- To report trespass, theft or unauthorised parking of vehicles to the Business Manager
- Ensure that buildings and the site are secure.

### Work Profile

- Undertake general portering duties related to lettings or school events, including moving furniture and equipment within the school.
- Undertake regularly health and safety checks of buildings, grounds, fixtures and fittings (including compliance with fire safety regulations) and equipment, in line with other schedules.
- Adhere to the school regulations and exercise professional discretion at all times.
- Be aware of, and comply with, policies and procedure relating to child protection, health, safety and security, confidentiality and GDPR regulations, reporting all concerns immediately to an appropriate person.
- Participate in training and other learning activities and performance development as required.
- Contribute to the overall ethos/work/aims of the School.
- Attend relevant meetings as required.
- To maintain confidentiality.
- The role of Lettings Officer requires periods of physical effort such as lifting, bending and stretching as well as using tools and equipment.
- Role is occasionally exposed to conditions that are generally unpleasant; hot, cold, wet, noisy, dirty. The role also involves cleaning before or after a letting.
- Cover for colleagues with a similar job role in their absence.
- Undertake general caretaking duties as required/directed by school site staff.