



JOB DESCRIPTION

Post Title: Lettings Assistant

Responsible to: Federation Business Manager

1. JOB PURPOSE

To ensure that during the period of the letting the school premises are safe and secure providing a positive environment for pupils, staff, and visitors. This job description describes the normal duties of the postholder; however, the duties may vary or be amended dependent upon the needs of the school.

2. CONTEXT

The post holder will be expected to work largely on their own by managing the premises during the period of the lettings and cleaning all the facilities used as part of the lettings contract.

The Queens's Federation is committed to safeguarding and promoting the well being of all pupils and those that use our school premises.

3. MAIN DUTIES AND RESPONSIBILITIES

2.1 Site Security

- Open and close the school buildings and grounds as required.
- Ensure all doors, windows, and gates are secure at the end of the letting
- Operate alarm systems and act as a key holder.



- Respond to call-outs when required during the period of the letting

2.2 Health and Safety

- Ensure compliance with health and safety legislation.
- Undertake Health and Safety Training
- Report hazards to the Site Manager

2.3 Cleaning

- Undertake cleaning of the facilities used for the letting

2.4 Facilities

- Prepare rooms for lettings as agreed as part of the lettings contract i.e. Getting chairs and tables out
- Liaise with the Federation Business Manager as appropriate

2.5 Safeguarding

- Safeguard and promote the welfare of children.
- Follow school safeguarding policies and procedures at all times.
- Report any concerns immediately to the Federation Business Manager

2.6 Reasonable Tasks

- Undertake any reasonable task related to the role not specifically detailed in this job description.

3. PERSON SPECIFICATION

Essential

- Ability to work independently and use initiative.
- Good communication skills.
- Fit and able to move light to medium weight furniture
- Computer literate

4. PERSONAL ATTRIBUTES

- Reliable, punctual, and trustworthy.
- Excellent interpersonal skills



- Flexible and adaptable approach to work.
- Friendly and approachable.
- Committed to maintaining a safe and welcoming environment.

5. ADDITIONAL INFORMATION

- The post is subject to an enhanced DBS check.

