



# LONGCROFT

—SCHOOL AND SIXTH FORM COLLEGE—

Address: Burton Road,  
Beverley,  
East Yorkshire  
HU17 7EJ

Tel: 01482 862171  
Email: [school@longcroft.eriding.net](mailto:school@longcroft.eriding.net)  
Web: [www.longcroftschoo.co.uk](http://www.longcroftschoo.co.uk)

<b>Post Title:</b>	<b>Casual Lettings Assistant</b> <b>Hours: As required</b> <b>Salary: Grade3B + RUHP</b>
<b>Purpose:</b>	To provide advice, support and care for all users of school / sports facilities, to ensure their needs are met as per the terms of lettings agreements. To promote the ethos and present a positive image for the school.
<b>Reporting to:</b>	<b>School Business Manager</b>
<b>Responsibilities:</b>	<ol style="list-style-type: none"> <li>1. To provide a welcoming, informative first point of contact for authorised users of our facilities.</li> <li>2. To ensure every user is able to access appropriate facilities and safely use any equipment as agreed in the letting agreement associated with their organisation. This will include setting up of equipment, rooms etc as required.</li> <li>3. To maintain a thorough accurate log of any incidents and to ensure these are reported to the Site Manager as soon as possible.</li> <li>4. To maintain a thorough, accurate record of the facilities and any school equipment used during lettings, reporting any wear and tear issues or damage to the Site Manager as soon as possible.</li> <li>5. To ensure the facilities are left ready for use by school staff the following day. This will include taking down equipment used by lettings, reorganising rooms etc</li> <li>6. To ensure that all areas used during lettings are kept tidy and organised.</li> <li>7. Report to the Site Manager as and when vending machines need replenishment.</li> <li>8. Ensure all areas are clean and free of litter. Areas include in and around the Sports Hall, Sports Field, MUGA and 3G Pitches. Classrooms, Theatre and any other areas that may be used by lettings.</li> <li>9. Ensure facilities and site gates are locked and secure after each letting.</li> </ol>
<b>Other requirements:</b>	<ol style="list-style-type: none"> <li>1. Carry out other tasks appropriate to the grade as allocated by the Site Manager commensurate with the grade of the post.</li> <li>2. To attend and participate in relevant meetings as appropriate.</li> <li>3. When required, the post-holder will attend appropriate training courses funded by the school and maintain currency on essential skills and knowledge needed to carry out tasks satisfactorily.</li> </ol>
The post holder must at all times be aware that the school is a pupil-oriented environment and all work must be completed to the necessary health and safety and safeguarding standards.	



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## PERSON SPECIFICATION

### Lettings Assistant

	Ess	Des	MOA
<b>KNOWLEDGE/QUALIFICATIONS</b>			
A sports leadership or similar qualification		✓	A/I
Good standard of basic education – English and Mathematics to GCSE Grade 4 or equivalent		✓	A/I
Basic First Aid		✓	A/I
<b>EXPERIENCE</b>			
Experience of working with people		✓	A
Customer service		✓	A/C
Using sports facilities		✓	A/C
ICT experience and evidence of training		✓	A/C
Experience of supporting young people		✓	A
Any specialist skill acquired through training and /or experience in supporting individuals or groups of students		✓	A
Support of adults or young people with special educational needs or disability		✓	A
<b>SKILLS</b>			
Excellent inter-personal and communication skills	✓		A/I/R
Ability to lift and move without assistance a weight not exceeding 20kgs	✓		A/I/R
Ability to liaise effectively with other colleagues	✓		A/I/R
Tolerant and responsible	✓		A/I/R
Committed to equal opportunities	✓		A/I/R
Effective team member	✓		A/I/R
Able to work to timescales	✓		A/I/R
Punctuality, reliability and integrity	✓		A/I/R
Ability to work on own initiative	✓		A/I/R
Ability to maintain comprehensive and accurate records	✓		A/I/R
Tact and diplomacy	✓		A/I/R
Ability to identify need for referral to line manager	✓		A/I/R
Ability to prioritise	✓		A/I/R
Sense of humour	✓		A/I/R

N.B. We will require an enhanced DBS check for the successful candidate.

Key:  
A = Application  
C = Certificate  
I = Interview  
R = Reference