



CARDINAL HEENAN  
CATHOLIC HIGH SCHOOL

## Cardinal Heenan Catholic High School Job Description

<b>Postholder</b>	<b>Lettings Supervisor</b>
<b>Salary/ Scale of Post</b>	Grade B1, point 4 Salary £11.98 per hour Casual Term Time only (dependant on bookings) Hours – Variable between the hours of 5pm – 9pm (dependant on bookings) Monday to Friday (some weekend work may be required)
<b>Line Managed by</b>	School Business Manager
<b>Purpose of job</b>	To supervise the use of school facilities by external hirers and ensure acceptable use of them. To secure the school premises at the end of the day.
<b>Relationships</b>	The postholder will be required to work flexibly to deliver an efficient service There will be regular contact with young people, colleagues, other members of staff and internal and external customers.
<b>Responsibilities</b>	<ul style="list-style-type: none"><li>• To ensure school facilities are open in accordance with our letting's agreements and timings.</li><li>• To ensure facilities are ready to use for the individual hirer.</li><li>• To ensure hirers are using all facilities appropriately and intervene to remind them if they are not.</li><li>• To attend to any issues that may arise.</li><li>• To ensure compliance with Health and Safety practices.</li><li>• Record and report any damages caused to the facilities by the hirers.</li><li>• Secure a copy of any accident records from hirers.</li><li>• Maintain a tidy and litter free site.</li><li>• To secure the school site at the end of the day.</li><li>• To treat all users of the school with courtesy and consideration.</li><li>• Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.</li><li>• Promote and ensure the health and safety of pupils, staff and visitors (in accordance with appropriate health and safety legislation) at all times.</li><li>• To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.</li><li>• Have a commitment to safeguarding and promoting the well-being of all students &amp; young people in line with school policy and national guidelines.</li><li>• Undertake any responsibilities commensurate with the scale and responsibility of the post as directed by the Line Manager/Headteacher.</li></ul>