**Whickham School**

**Job Description**

**POST: Estates, Lettings and Event Coordinator**

**Grade F: £25,409- £27,852 (pay award pending)**

Whickham is a school at the heart of the community. It is a place in which everybody is valued and where learning is cherished in a safe, caring and supportive environment. A school where everyone is inspired to be the best they can be.

**Core Purpose**

We are looking for a reliable, self-motivated and trustworthy candidate to assist with the estates, lettings and events administration and coordination of the schools facilities. The successful candidate will be responsible for promoting the school's facilities, as well as operating the facilities booking system. The ideal candidate will show initiative and be competent in supervising staff.

**Hours of work:** 37 hours per week all year round. Flexible working and a job share would be considered for the right candidate. Hours can be negotiated but the candidate would need to be willing to work up to 10.30pm weeknights and up to 6pm on weekends. We will work with the right candidate to agree a schedule that fits around their commitments and offers flexibility when they need it.

**Responsible to:** Estates Manager

**Responsibilities**

1. To promote the use of school sports and specialist facilities to existing hirers and other public groups through marketing and advertising.
2. To make facility lettings bookings, deal with enquiries, liaising with hirers and following up potential leads for hiring.
3. To meet with potential clients to show the facilities available.
4. To liaise with internal departments and external contractors in the planning and preparation of events to ensure that the event requirements are in place and meet the agreed standards.
5. Carry out day to day administrative roles i.e., emails, telephone calls, invoice requests etc.
6. To operate the computerised booking system and provide routine user and financial reports as and when required.
7. To supervisor casual staff members in duties and performance, providing feedback when necessary and reporting team strengths and weaknesses to management.
8. To produce and manage monthly casual staffing rotas.
9. To provide support to the Estates Management team unlocking and locking premises including all gate entrances and turning off and setting alarms.
10. To monitor the quality of cleaning across all areas of the facility, indoor and outdoor, to ensure the highest possible standards of cleanliness.
11. To undertake any minor technical duties and repairs and to record and report any maintenance issues that cannot be addressed immediately.
12. To ensure compliance with Health and Safety practises.
13. To assist and support with operational duties when necessary.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

To carry out any reasonable request made by the Headteacher or line manager.

No job description can be fully comprehensive and this is, therefore, subject to review and modification, as necessary.

Signed …………………………………………….. (Post holder)

Date………………………………………………………………….