



St Wilfrid's CE Primary School

Headteacher: Mrs P Cripps

Eastern Road, Haywards Heath, West Sussex, RH16 3NL

Tel: 01444 413707 Fax: 01444 414743

Email: office@st-wilfrids-haywards-heath.w-sussex.sch.uk

Evening and Weekend Lettings Assistant

Casual Basis: Grade 2 £7.90 p/h (£8.86 p/h inclusive of holiday allowance)

This is brand new post to support our Evening and Weekend Lettings programme. We are looking for the right person to develop this area. You may have experience in the Leisure industry or have previously worked in a school environment but most importantly enjoy working with people.

The role is to provide high quality service to individuals/organisations hiring the school facilities, and to ensure the site facilities are appropriately used and are clean and secure at the beginning and end of each hiring.

This role is advertised on a casual basis: you must be flexible enough to work as and when required to support our external lettings. Typically, this will include evening and weekend hours (15 minutes at both the start and end of each letting) and may include additional hours to provide further support to our Premises Manager.

If you feel you can bring something special to our school, we want to hear from you now!

St Wilfrid's is a church school with strong locality links and supportive parents and governors. We have well-behaved and enthusiastic children. We can offer you the chance to work with a team of dedicated, hardworking people who are passionate in their endeavour to provide for every individual child, ensuring that each child's talents and skills are developed and celebrated.

Visits to our school are welcomed and encouraged. However, given the forthcoming Summer Break, visits will be scheduled for the week beginning 4th September 2017. To arrange a visit please contact the School Governors on 01444 447050 or email governors@st-wilfrids-haywards-heath.w-sussex.sch.uk

To find out more about us, please visit our website as well at www.st-wilfrids-haywards-heath.w-sussex.sch.uk

If you are interested in this vacancy at our school, please complete an application form and a safer recruiting additional information form and email them to the School Governors, at the above email address. Please note, only **electronic applications**, will be accepted. These forms are attached to this advertisement. For your information, we have also attached a person specification and a job description.





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At St Wilfrid's CE Primary School we are committed to safeguarding and promoting the welfare of children and young people and all appointments are subject to a DBS check and completion of the Disqualification by Association form.

Pay: NJC Grade 2 (Point 8-10)
Closing date: 6 p.m. Friday 18th August 2017
Interview date: Thursday, 7th September 2017

Evening and Weekend Lettings Assistant

JOB DESCRIPTION

What is the purpose of the job?

To provide high quality service to individuals/organisations hiring the school facilities

What do you have to achieve?

Ensure the site facilities are appropriately used and are clean and secure at the beginning and end of each hiring

Liaising with hirers, Premises Manager and the School Office Team to ensure a high quality service

What are the job particulars?

Grade 2 £7.90 (£8.86 inclusive of holiday allowance)

This role is advertised on a casual basis: you must be flexible enough to work as and when required to support our external lettings. Typically, this will include evening and weekend hours (15 minutes at both the start and end of each letting) and may include additional hours to provide assistance to our Premises Manager.

Accountable to the Headteacher

The activities outlined in this job description are in addition to those general conditions of service and may be modified by the Headteacher, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.





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What do you have to do?

1. Be reliable and trustworthy and enjoy working with people
2. Unlocking and locking areas and rooms, buildings and the front gate as per bookings
3. Meeting hirers at the beginning of each letting, ensuring facilities requested are unlocked and available
4. To check the identification of all external lettings at the start of each let
5. Being responsible for the security of the site, ensuring that the school is secure at the end of each letting
6. Ensuring all documentation is maintained and accurate
7. At the end of each letting check letting areas for any obvious damage, and report all issues to the Premises Manager
8. Having up to date knowledge of Health and Safety issues at all times and promoting the same for all staff, students and visitors to the school
9. Promote and safeguard the welfare of children and young people at St Wilfrids CE Primary School
10. Maintain confidentiality at all times
11. To be aware of and adhere to all school policies and procedures
12. Provide assistant to the Premises Manager as and when required

Person Specification

Attributes	Essential	Desirable	How identified
Physical and sensory	Ability to work under pressure and manage time effectively Demonstrate robustness and emotional resilience in challenging situations		Evidence will be taken from your application, interview and references
Qualifications		If the successful applicant is not first aid trained the expectation is that they will gain this as soon as possible	Evidence will be taken from your application, interview and references
Experience	Successful experience of working with the general public.	Experience of working in a school or the leisure industry.	Evidence will be taken from your application & interview





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Training	Willing to be responsible for your own professional development and to disseminate best practice to colleagues		Evidence will be taken from your application, interview and references
Specialist knowledge		Successful experience of working in a school	Evidence will be taken from your application, interview and references
Skills and qualities	Be reliable and trustworthy. Proven willingness and capacity for hard work. Excellent customer service. Be able to maintain a calm and measured manner at all times and act with tact, diplomacy and sensitivity. Ability to report clearly to Line Manger any problems regarding lettings/bookings and customer complaints. Highly motivated, clear thinking and principled. Committed to equality of opportunity.		Interview Tasks References

