

Job description

Job title	Premises & Letting Assistant
School	Ilford County High School
Reports to	School Business Manager/ Premises & Safety Manager
Salary	LBR 4 £30,288 - £31,611 - Casual worker, zero hour contract
Hours	• 0 hours contract • 52 Weeks per year • Hours Shift work Monday to Friday from 6.00pm-11.00pm • Weekend 9.00 am to 11pm
Responsible for	NA
Purpose of job	
To be responsible to the Premises & Safety Manager for undertaking caretaking, maintenance and portering duties to maintain a clean, warm and safe environment for all users of the buildings. This role incorporates a range of reactive and scheduled work, therefore attention to detail and a 'can-do' attitude are a must. As a key holder, the postholder will be responsible for the safe opening and closing of the school site, carrying out security checks, responding to alarms when required, and ensuring that the premises always remain secure. In addition, the postholder will support the effective management of weekday evening and weekend lettings, ensuring that external hirers receive a professional service and that the school's facilities are used safely and appropriately. Responsibilities will include opening and closing the site for lettings, setting up and restoring rooms, carrying out pre- and post-letting checks, liaising with hirers during their booking, and reporting any issues, damage or concerns to the Premises & Safety Manager.	
Main duties and responsibilities	
<u>Site Duties</u> • Opening and closing the school site for weekend activities • Ensuring the security and safety of buildings and grounds • Carrying out minor repairs, maintenance, and general caretaking • Setting up rooms, equipment, and facilities for weekend activities • Monitoring cleanliness and reporting any concerns • Ensuring the maintenance of a clean and orderly working environment • Timely and accurate preparation of routine equipment, resources and materials • Undertaking basic record-keeping as directed • Refilling and replacing consumables; litter picking; clearing outside bins • Reporting faulty equipment and maintenance requirements to the appropriate person • Maintaining the security of the school premises by securing entrances/exits and reporting potential breaches • Ensuring lights and equipment are switched off appropriately • Maintaining and arranging orderly and secure storage of supplies • Ensuring equipment is clean, safe and in good working order, reporting faults as necessary • Operating everyday equipment safely and according to instructions • Locking/unlocking school buildings and designated areas	

- Undertaking regular security checks and identifying potential risks
- Monitoring fire safety equipment and assisting with fire drills
- Operating and responding to alarm systems (within role remit)
- Monitoring CCTV or surveillance equipment where required
- Liaising with police, security, and surveillance contractors
- Providing emergency access to the school site
- Supporting asset management duties
- Assisting with setting up tables and chairs for meetings

Lettings Management

- Acting as the first point of contact for weekend lettings and external hirers
- Ensuring hirers have access to required rooms, equipment, and facilities
- Conducting pre- and post-letting checks to ensure spaces are left clean, safe and undamaged
- Recording attendance, usage times and incidents for administrative follow-up
- Supporting smooth transitions between different hirers using the site
- Reporting any issues, damage, or safeguarding concerns to the Premises Manager
- Upholding school policies and ensuring hirers comply with terms of use
- Undertaking letting-related clerical tasks as required

General

Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop. To demonstrate an understanding of and a commitment to equal opportunities and diversity and to the standards of customer care.

Be responsible for own health and safety, as well as that of colleagues, pupils and the public. Employees should co-operate with management, follow established systems of work, use protective equipment where necessary and report defects and hazards to management.

Duties and responsibilities of the post may change over time as requirements and circumstances change.

All schools and services in Redbridge are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Redbridge are expected to share this commitment.

The above-mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other duties as may be required by the Line Manager that are broadly within the grading level of the post and the competence of the post holder.

Person specification

Job Title	Premises & Letting Assistant	Grade	LBR 4
School	Ilford County High School		
Education and Qualifications: - NVQ 1 or equivalent qualification or experience in relevant discipline - Good numeracy/literacy skills			
<i>Experience/Knowledge/Skills</i> - Relevant experience desirable - Handyperson experience - Caretaking/site-keeping experience in a school or similar environment - Appropriate knowledge of first aid - Effective use of ICT packages - Use of relevant equipment/resources - Good keyboard skills - Knowledge of relevant policies/codes of practice & awareness of relevant legislation - Ability to relate well to children and adults - Work constructively as part of a team, understanding school roles & responsibilities and your own position within these - Ability to identify own training & development needs & cooperate with means to address these			
<i>Other job requirements:</i> - Enhanced DBS check. - Flexible approach and attitude - Willing to undertake training			