



SECKFORD  
EDUCATION TRUST

## JOB DESCRIPTION

<b>Post Title:</b>	<b>LETTINGS CO-ORDINATOR</b>	
<b>Post Holder:</b>	[ADD POST HOLDER NAME]	
<i>The description of the duties, responsibilities and accountabilities for the post of <b>Lettings Coordinator</b> within the Trust have been set out in this job description.</i>		
<b>Responsibility Areas:</b>	To provide a friendly and efficient lettings service to the community wishing to use the school facilities.	
<b>Accountabilities:</b>		<p>A <b>Undertake the operation of lettings</b> systems and exercise systems and procedures that ensure <b>site security</b>;</p> <p>B <b>Report issues</b> arising to the School Administration Manager;</p> <p>C Generic duties relevant to all members of staff.</p>
<b>Accountable to:</b>	School Administration Manager (SAM)	
<b>Salary:</b>	£9.14 per hour	
<b>Main Duties:</b>	See over for detailed duties and responsibilities	
<b>Hours of work:</b>	Variable based on requirements	

## Area of Accountability A:

### LETTINGS OPERATION AND SITE SECURITY

- Be on call throughout each letting period via mobile phone to provide out of hours management coverage;
- Ensure premises are locked and alarms activated in line with the security procedure following use and in liaison with the caretaker.

## Area of Accountability B:

### REPORTING AND RESOLVING ISSUES

- Immediately raise any issues arising as a result of external bookings to the caretaker and the SAM in order that action may be taken to resolve any issues quickly.

## Area of Accountability C:

### GENERIC DUTIES RELEVANT TO ALL MEMBERS OF STAFF

#### **The Trust**

The ethos of the Trust is founded on the “6C’s to Success” (Co-operation, Commitment, Confidence, Community, Challenge and Celebration). All staff are expected to promote and utilise this model in everything that they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust vision and aims. All staff should act with professional integrity at all times, following the Trust ‘Code of Conduct for Staff’.

#### **Learning and Teaching**

This is our core business and therefore is an absolute priority of any work undertaken by anyone in the school in any capacity.

#### **Use of ICT**

It is expected that all teaching and support staff follow the ICT Vision of the Seckford Education Trust.

All teaching staff will be expected to ensure that all students leave the school with transferable ICT skills, knowledgeable in developing technologies and equipped for the next stage of their education or work life. ICT must be used creatively to inspire and motivate students where it is relevant to do so. All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure they follow Trust policies with regard to professional conduct when using ICT systems.

### **Data Protection**

It is essential when working with computerised systems that you are completely aware of your responsibilities at all times under the Data protection Act 1984 (as amended) for the security, accuracy, and significance of personal data held on such systems.

### **Health and Safety**

Employees are required to work in compliance with the schools' Health and Safety policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the school.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and healthy environments, including information, training and supervision necessary to accomplish those goals.

### **Code of Conduct**

Every member of staff, regardless of whether teaching or support must meet the expectations of them as outlined in the Trust's 'Code of Conduct for Staff'.

### **British Values**

Every member of staff, regardless of whether teaching or support, must follow the Trust's 'Code of Conduct for Staff' and the DfE's Teachers' Standards document, specifically with reference to:

- showing tolerance of and respect for the rights of others;
- promoting fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs;
- not undermining or allowing anyone else to undermine those values.

### **Political Views**

All staff are expected to ensure that where political issues are brought to the attention of students, reasonably practicable steps have been taken to offer a balanced presentation of opposing views to students at any time where they have been presented in school or any learning activity, during enrichment or extra-curricular activities or through the distribution of material promoting any of these activities.

### **Safeguarding**

The Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Seckford Education Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Senior Designated Person (SDP).

The successful candidate will be required to undergo an Enhanced Disclosure from the Data and Barring Service (DBS) and obtain any other statutorily required clearance.

## Statement on Pay, Rewards and Working Hours

The Seckford Education Trust has been established to provide “*a foundation for life*” for students in our Free Schools. Through this vision our young people will be equipped both intellectually and socially to take their place in society as valued, economically viable and responsible citizens. Our students will leave our Free Schools empowered as independent, co-operative, innovative and motivated young adults with the skills for and love of learning for life.

Critical to achieving this vision is the highest quality teaching and support staff in all of our schools. The Seckford Education Trust recognises that it is important that all of our staff feel appropriately valued for the contribution they make to students’ lives and the achievement of the vision. Therefore, it is important that good and outstanding performance is rewarded accordingly.

The Seckford Education Trust is seeking to maximise opportunities for young people through the increased flexibility the autonomy afforded to the schools within the Trust allows. It is expected that all staff contribute to the wider enrichment aspects of the school.

A detailed Remuneration Policy is available on request.

*This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and / or Principal. This job description will be reviewed annually and is an integral part of the Appraisal, Performance Management and Line Management process.*

SIGNED (Staff)

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DATE

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SIGNED (Trust)

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DATE

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