



Premises & Lettings

Evening & Weekend Role

Job Setting

The role of the Lettings staff is to work closely with our Lettings Co-ordinator and Premises Team to understand the nightly rota of lettings across the week, and ensure the smooth running of the school facilities for both internal and external hirers, after the usual school day is through. Carrington School has a wide and varied evening programme that supports the local community with clubs, activities, sports and classes. Your role is to be the face of Carrington, representing the school to the highest possible standards, facilitating the smooth running of all the activities, making sales of refreshments from the Pod for a period during each shift, and securing the building at the end of the night. There are several aspects to the role, Lettings, Pod & Premises.

Hours

We are looking to appoint **a team of staff** to operate on a shift pattern through the week, weekdays from 17:00 to 22:00 and weekends from 08:00 to 18:00, dependent upon the time that the last booking finishes. The weekend shifts can be split between two staff, for example 08:00 to 13:00 and 13:00 to 18:00.

Salary

This is a Casual Contract, paying £10.00 per hour (inclusive of holiday allowance) and rising to reflect Minimum Wage rates once post-holders reach 18. Payment will be made into a bank account on the 20th day of the following month, on receipt of an approved timesheet.

Job Description

Your responsibilities include:

Lettings

- Greeting hirers and ensuring equipment and spaces are ready for them in good time
- Check lettings areas at every handover to ensure each area is left as it was found and that transition is smooth and timely
- Monitor The Observatory and Sports Centre toilets to ensure nothing untoward, standard of cleanliness and sufficient toilet tissue and hand towels
- Ensure hirers leave promptly, don't leave their rubbish and return equipment to original positions
- Deal with unforeseen emergencies and have the capacity to think on your feet, managing people and resources as required

Pod

- Opening the Pod for specific times during each shift to sell refreshments
- Bringing hot water down from the staffroom in flasks for hot drinks and stock of snacks down from the Store Cupboard
- Making sales to hirers as required, preparing hot drinks as needed
- Utilising the Sumup payment machine and ensuring this is operating correctly, managing the cash box, and keeping all payment elements secure during and after the shift
- Keeping records of cash sales made during the shift
- Ensure the Pod is left clean and tidy for the Innovate Catering staff to use

Premises

- Check teaching areas are fit for teaching the following morning
- Full lock up of all outlying buildings and ultimately lock and alarm Astra & Sports Centre

Equipment

- Staff ID badge and uniform to be worn at all times
- Walkie Talkie (plus a second handset for hirers to use when a team member isn't visible)
- Tablet or laptop to access the online booking system SchoolHire
- Keys to access and secure buildings as required
- Litter-picking grabber, other cleaning items as needed from the Stores

Training Provision

Face to face and online Safeguarding training to be completed prior to commencement of work. Training will be provided to successful applicants with regards to customer service, lone working, manual handling, locking and alarming, the online booking system SchoolHire software, bleacher seating set up and packing away, and shadow training in the first few days to ensure confidence and competence in the role.

Applications

Please complete a Support Staff Application form available on [our website](#) or from the HR Officer, HR@carringtonschool.org

Safeguarding

This school is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. We will carry out a Disclosure Check by the Criminal Records Bureau before making an appointment.