



Appointment of School Lettings & Community Lead

Required September 2026

Welcome from the Head



Carrington School is a forward-thinking, inclusive and innovative school with a clear vision: to provide an exceptional education that enables every young person to thrive academically, creatively and personally. We are a school that believes in possibility, in ambition and in creating opportunities that transform lives.

Over recent years, Carrington has undergone significant and exciting change. Through reflection, determination and a relentless commitment to improvement, we have developed a strong culture of learning with embedded systems and structures that support the success and wellbeing of every student. Alongside our outstanding facilities and evolving curriculum, we continue to shape a school community where aspiration is nurtured, individuality is celebrated and excellence is expected. At Carrington, we recognise that education extends far beyond examination outcomes. Our role is not only to educate, but to inspire. We want students to discover their talents, develop confidence in their abilities and embrace opportunities in sport, the arts, leadership and enrichment. We believe that widening experiences and encouraging creativity are essential in helping young people grow into respectful, resilient and determined individuals who are prepared for the future.

Our vision is built around three core values:

Aspire – encouraging every student to aim high, embrace challenge and believe in their potential.

Innovate – fostering curiosity, creativity and confidence to think differently and explore new ideas.

Respect – developing thoughtful, compassionate young people who value themselves, others and the world around them.

Our motto, Ad Astra – Reach for the Stars – reflects the high expectations and ambitions we hold for every member of our community. We want Carrington students to feel proud of who they are, proud of what they achieve and proud to belong to our school.

This is an exciting opportunity to join a passionate and dedicated staff team in a school that is ambitious for its future and for the young people it serves.





Who We Are

- We are a 11-16 comprehensive school
- We are a 7 form entry, 210 PAN
- We are central to Redhill and have great access from the train station, easily accessible to the coast and London
- We are in SESSET along with The Ashcombe School and Therfield School
- Our last Ofsted Inspection was rated 'Good' in May 2023
- Our students make good progress and we continue to work hard to ensure their outcomes continue to improve

“Pupils are proud of their school. They know that the staff work very hard to support them”
(Ofsted 2023)

The Role

Role

To maximise income generation through lettings and commercial activities whilst ensuring efficient administration of trips, payments and customer/client relationships.

Our Values: Aspire · Innovate · Respect

At the heart of this role is a commitment to our shared values.

- Aspire – holding the highest expectations for all students and staff, believing in potential, and enabling success.
- Innovate – using creativity, reflection and evidence-informed practice to continually improve learning, wellbeing and leadership.
- Respect – building a culture of trust, inclusion and kindness, where everyone feels valued, safe and supported.

These values shape all aspects of leadership, decision-making and relationships across the school.

Job Title:

School Lettings & Community Lead

Hours:

30-36 hours per week/52 weeks per year

Salary:

SESSET 7 £34,276 to £37,042

Line Manager: Operations Manager

Contact Karen Ehren, HR Officer for more information

hr@carringtonschool.org or 01737 764356 x208



Benefits

- > Strong induction programme
- > Great CPD and training opportunities
- > Two-week October half term
- > Opportunities to **accompany visits locally, nationally and internationally**, such as skiing in Italy, hiking in Morocco and community project work in Uganda
- > Modern, spacious and well-equipped staff room
- > On-site parking
- > Confidential membership of Smart Clinic, our employee support service that covers legal, health, financial and lifestyle support for all staff
- > Annual pay progression within your pay grade
- > Laptops for all teaching staff and tablets for all teaching assistants
- > Start the day with free morning porridge!
- > Complimentary refreshments when attending evening events such as Parent-Teacher meetings and Open Evening
- > £1000 finders fee for staff who recruit other appropriate staff for us
- > London Fringe Allowance
- > **Annual flu vaccinations**
- > Paid lunch duties available

Our people really are what sets us apart, with a warm and positive culture that challenges and supports us to be our best every day.

Our holistic approach is evident in our innovative Excellence Programme designed to provide cultural capital, a beautiful Ecology Area that stretches alongside the Earlswood brook where we run our Forest School, and extensive enrichment opportunities.

Role Description

The Role

Key Responsibilities

To maximise income generation through lettings and commercial activities whilst ensuring efficient administration of trips, payments and customer relationships.

1. School Lettings

- Strategic lead for all school lettings.
- Manage the school hire system.
- Develop and implement pricing structures.
- Monitor bookings and enquiries.
- Meet prospective clients.
- Manage client relationships.
- Grow commercial income streams.
- Ensure compliance and safeguarding within lettings.

2. Lettings Team Leadership

- Recruit, train and deploy lettings staff.
- Monitor performance and standards.
- Produce operating procedures.
- Ensure health and safety compliance for lettings.

3. Educational Visits and 'Excellence' Administration

- Coordinate ParentPay for trips and visits.
- Create and manage trip cost centres.
- Liaise with trip leaders.
- Monitor trip payments.
- Support funding applications and subsidies.
- Ensure financial reconciliation of trips
- Support the administration and organisation of external providers for the excellence programme.
- Train and induct staff who are leading Excellence programmes as external providers.

4. Commercial Development

- Explore additional income generation opportunities.
- Analyse profitability of lettings activities.
- Report regularly to senior leaders and governors.

5. Working Within the School

- Work collaboratively with all staff, students and their families as well as with external professionals.
- Liaise closely with safeguarding, mental health and inclusion teams where appropriate.
- To cover other areas across the school as and when required i.e reception, student hubs, duties, invigilation, cover.



Role Description Continued

6. Professional Development and Leadership Growth

- Contribute to a culture of continuous improvement.
- Engage in professional learning focused on aspects your job involves.
- Prepare for future leadership by contributing strategically to year group and whole-school priorities.
- Support the development of others through coaching and shared practice.

7. Safeguarding and Professional Responsibilities

- Uphold safeguarding and child protection responsibilities.
- Ensure the wellbeing of All Groups remains central to decision-making.
- Fulfil professional duties in line with school expectations
- Undertake Coaching and school development work as required
- Carry out other responsibilities appropriate to the role as directed by the Head of School.

Safeguarding

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). Carrington School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment



Person Specification

	Essential	Desirable
Qualifications and Training		
GCSE Grade C/4 or above (or equivalent) in English and Mathematics.	✓	
Evidence of ongoing professional development.	✓	
Degree or professional qualification in Business, Facilities Management or Operations.		✓
Level 3 qualification in Business Administration, Finance, Facilities Management or related field.		✓
IOSH Managing Safely qualification.		✓
Customer Service qualification.		✓
Financial administration qualification (AAT or equivalent).		✓
Skills and Competencies		
Excellent customer service skills	✓	
Strong financial and commercial awareness.	✓	
Strong organisational and planning skills.	✓	
Ability to negotiate and influence	✓	
Strong written and verbal communication skills.	✓	

Person Specification continued

	Essential	Desirable
Ability to manage competing priorities	✓	
Data analysis and reporting skills.	✓	
Personal Qualities and Attributes		
Entrepreneurial mindset	✓	
Proactive and solution focused	✓	
Professional and confident	✓	
Strong leadership presence	✓	
Commitment to continuous improvement	✓	
Knowledge and Experience		
Experience managing customer-facing services	✓	
Experience managing budgets or financial processes	✓	
Experience coordinating events, facilities or bookings	✓	
Experience working with online booking systems	✓	
Experience supervising staff or contractors	✓	
Understanding of health and safety responsibilities	✓	
Experience managing school lettings		✓
Experience with ParentPay		✓

Person Specification continued

	Essential	Desirable
Experience generating commercial income		✓
Experience within education or public sector environments		✓

Safeguarding and Professional Expectations

- Commitment to safeguarding and promoting the welfare of children and young people.
- Willingness to uphold professional standards in line with the Teachers' Standards and STPCD.
- Commitment to equality, diversity and inclusion.

The successful candidate will be a motivated and values-driven person, committed to ensuring a highly professional community and student focussed environment.



Closing date for applications is
Tuesday 21 July 2026 at 10am

Applications will close should a suitable
candidate be appointed

Interview date **TBC**

To apply please complete the Support Staff Application Form
which can be found on the 'Work With Us' page on our website

For an informal discussion about the role please contact the
HR Manager, Karen Ehren
kehren@carringtonschool.org



Visit our website for more
information about our
school



www.carringtonschool.org

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Carrington School Redhill



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