

A close-up photograph of four hands, each wearing a blue ribbed sweater sleeve, stacked together in a supportive grip. The hands are positioned in a way that suggests teamwork and mutual support. The background is a plain, light-colored surface.

Information Pack

Lettings Security Officer
(Weekends)

Deadline: 20th September 2019

JOB DESCRIPTION

Lettings Security Officer

Reports to: Premises Manager

Start date: October 2019

Salary: £10.55 per hour

Contract type: Part-time

Contract term: Permanent

The Role

We are seeking a Lettings Security Officer to work as an integral part of the Facilities team, to provide excellent customer service, assist with room set ups, ensure terms and conditions are followed by all lets and ensure the safety and security of the school building.

The person will work on a Saturday and Sunday (8-5pm) when we host a variety of external lettings.

Key Responsibilities

- Responsible for unlocking/securing the building and grounds.
- Ensure a full facility inspection is conducted prior to and after each let, noting any damages to Premises Manager
- Coordinating/ensuring each let has been set up appropriately and tidies after.
- Act as ambassador for the school so that all letting clients have an excellent customer experience.
- Ensure proper and accurate records are kept of each let of billing purposes.
- Properly supervise each let and be on call/available.
- Assist with events and setting up/dismantling furniture and equipment and make clean after.
- Ensure the whole school is compliant in regards to Health and Safety legislation and that all policies are followed.
- Complete ad-hoc premises task to contribute to the maintenance of the building as directed by the Premises Manager.

Other

- This post is subject to an enhanced Criminal Records Bureau disclosure.

PERSON SPECIFICATION

QUALIFICATIONS

- Qualified to GCSE Level in English and Maths.
- Qualified to work in the UK.

EXPERIENCES

- Prior security experience ideal but not essential.

SKILLS/ATTITUDES

- Able to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post.
- Good interpersonal/people skills.
- Written and oral communication skills.
- Enthusiastic and well-motivated.
- Good numeracy and IT skills.
- Integrity, commitment and accountability.
- Ability to work unsupervised and be able to work as a member of a team.
- Honest and reliable.
- Self motivated.
- Basic understanding of Health and Safety and Risk Assessments.
- Have the belief that all children deserve a life of choice and opportunity.



Safer recruitment process

Reach Academy is committed to safeguarding and promoting the welfare of children and young people.

In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

Disclosure This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred. **Short listing** Short listing will occur after 25th the closing date with interviews taking place on the 31st January 2017. **Interview** Candidates will be subject to an in-depth, in-person interview and assessment, along with a telephone interview in some circumstances. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process. **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided. **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides Reach Academy with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils. **Equal Opportunities** Reach Academy is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

If you require assistance in reading this information or in completing the application form, please contact recruitment@reachacademy.org.uk.