Leigh Academies Trust
Job Description

Job Title: Lettings Facilitators
Location: Leigh Academies Trust
Responsible to: Business Manager

Leigh Academies Trust places learning at the centre of every endeavour. Each member of the academy community, through their actions, seeks to promote positive and effective learning for all.

Job Summary:

The academies are used for sports and event hiring in the evening and on the weekend. The duties of this role will include opening the site for the hiring/event, meeting and greeting visitors, assisting them with any queries, administration duties, decoration of the building, ensuring internal/external areas are clean, tidy and any rubbish removed and locking the premises at the end of the hiring/event. The hours will vary throughout the week. The academies will also require the Facilitator to unlock and lock the site/s for internal events and meetings; and covering the Caretaker if required.

The Facilitator will take pride in the premises that they are looking after and represent our Trust in the best way possible. You will also assist with ad-hoc duties such as checking stock levels and tidying any areas which need attention to ensure that visitors get the best possible experience.

Key Tasks

- Opening and closing the premises
- Dealing with customers via telephone and face to face
- Being available during the hire in the event of an emergency
- Ensuring the hirer is adhering to health and safety requirements
- Ensuring all fire exits are clear
- Ensuring the area is ready for the hirer and left clean and tidy at the end of the let
- Reporting any issues immediately to the Business Manager

Professional Values and Practice:

- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all staff, students and hirers.

Notes: The above duties are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Trust at the reasonable discretion of the Business Manager. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Signed:_____ Date:_____