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| **Ernest Bevin College****Job Description** EBC_Badge_ColLettings ManagerAll Year RoundSalary: Scale SO1-SO2 |

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| **Title:** Lettings ManagerAll Year Round | **Salary:** Scale SO1 - SO2 (£35,223-£38,934) depending on experience plus pool allowance |
| **Supported by and reporting to**: initially the SBM |  |

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| **Main Purpose of Role**  | * To mange and promote lettings at the College
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| **Role Responsibilities** | **Management of School Lettings** • To manage the school’s Lettings programme ensuring that a balance is made between school needs and lettings • Maintain a records of hirers including booking forms, insurance documents and VAT declarations • To develop and manage the bookings system and ensure records of users are maintained to enable accurate billing • To communicate bookings to the SBM and site team regarding any updates including H&S• To liaise with site team regarding security provision and cleaning and channel maintenance needs • To liaise with hirers and ensure customer satisfaction and elicit feedback on the customer experience. To deal with problems and issues arising from Lettings • To liaise closely liaison with PE and other school staff, co-ordinating lettings activities with the school’s needs • To work with local primary school users of the swimming pool and with the head of PE to create a timetable for primary swimming lessons that fits with Ernest Bevin College’s daytime usage of the pool, during the academic year, • To manage the Lettings Reception team and ensure that work is performed to agreed standards and that they are supported • To manage the staff rota to ensure that the areas let are adequately staffed at all times**Business Development** • To maintain a timetabling system to manage demand and communicate plans to other staff • To negotiate prices and close business subject to adherence with Lettings Policy and approval procedure • To attract new lettings from clubs and groups to maximise income and minimise vacant hire slots • To conduct market research to confirm annual pricing for the facilities in line with the market and community user needs • To review and keep up to date the schools website with regards to Lettings • To build relationships with Partners and community groups including alumni• To arrange annual meetings with major users to discuss their contracts and experiences • To provide updates to the SBM and Principal on business development and use of physical estate and assets Health and Safety •To determine amendments to policies and update as required • To maintain risk assessments • To ensure signage and notices are in place, accurate and up to date • To liaise with the Premises Manager to ensure that equipment is checked regularly and maintained as necessary **Work with the Finance Officer to:*** produce invoices for billing
* produce reports of financial results for the Governing Body / sub-committees
* provide income projections for all facilities
* resolve credit control issues

**Pool Maintenance Duties (training will be provided)*** To frequently check pool temperature and pool equipment to ensure that these activities all is working properly
* To perform general pool maintenance and cleaning of the pool to a regular programme to ensure that all is working properly and record accordingly
* To have pool cover responsibility
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This job description can be reviewed and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

 **January 2023**

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| **Ernest Bevin College**EBC_Badge_Col**Person Specification**Lettings ManagerAll Year RoundSalary: Scale SO1-SO2 |

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| **CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **QUALFICATIONS** | * Educated to GCSE level or equivalent qualifications or experience
 | * Certificate as Pool Operator Technician or agree to take the necessary course to obtain certification
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| **EXPERIENCE** | * Experience of working in a Reception area
* General clerical / administrative work
* Proven understanding and delivery of customer care
* Retail/ Logistics experience
* Experience of managing a team
 | * Previous experience of working in a leisure environment
* Awareness of Health & Safety Policies and Swimming Pool procedures
* Ability to work within a large and diverse educational environment
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| **SKILLS** | * Commitment to work on own initiative and to work flexibly to meet deadlines as set by senior leadership team and all stakeholders
* Able to communicate clearly with excellent interpersonal skills with adults and young people
* Reliable with good time management skills
* Able to be positive and enthusiastic and sympathetic to the needs of others
* Excellent ICT and organisational skills which meets the objectives of the role
* Can remain calm when responding to unplanned situations with co-operation and professionalism
* To have a positive attitude to personal development and training and seek out training opportunities to enhance the role to meet the college’s objectives
* Good understanding of Health and Safety issues
* Confident in working as part of a team and independently
* Management and Marketing Skills
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| **PERSONAL QUALITIES AND CHARACTERISTICS**  | * Suitable to work with children
* Excellent communication skills, both oral and written
* Resilience and stamina when faced with busy and demanding situations
* Confidence to hold firm with staff, students and third parties when challenged in order to maintain college standards
* The drive to help ensure EBC is the best education and lettings provider in the area
* Ability to work under pressure, meet deadlines, and establish positive relationships with students, parents. staff and outside agencies
* A forward-thinking approach
* Ability to be reflective and self-critical
* Commitment to the promotion of equality of opportunity
* An excellent professional role model (e.g. maintaining an excellent personal attendance & punctuality record)
* Maintain confidentiality and adhere to GDPR
* Commitment to the college vision, aims and ethos, its community, and the college improvement plan.
 | * Understand the importance of strategic change
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**January 2023**