



## The Clarendon Academy

*Aspire to Excellence*

### JOB DESCRIPTION FOR THE POST OF LETTINGS SUPERVISOR/HANDYPERSON – WEEKENDS only

- Job Title:** Lettings supervisor/Handy person weekends only
- Job Purpose:** Prepare facilities for lettings and ensure all H&S aspects are met. Locking up of school and setting alarms. Carry out maintenance including alarm checks as directed.
- Responsible to:** The Facilities Manager.
- Responsible for:** The completion of the specific tasks set out below to the highest possible quality, with due regard for health and safety.
- General Tasks:** Under the direction of the Facilities Manager to carry out such tasks as:
- a) Lettings admin
  - b) Painting and decorating;
  - c) Drain clearing;
  - d) Minor carpentry;
  - e) Upkeep of furniture;
  - f) Any other maintenance tasks required.

To keep outside areas of the school in a clean and tidy condition.

To assist in the setting out of rooms for lettings, meetings and examinations.

Carry out weekly fire alarm/equipment checks

To assist with on-site security within working hours if required.

To complete any necessary paperwork by the end of the day.





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To gain authorisation for any purchases from the Facilities Manager or Finance Officer.

To undertake responsibility for school lettings as required.

To undertake all tasks in accordance with the Health and Safety at Work Act, any relevant nationally agreed Codes of Practice, any relevant Acts of Parliament, Statutory Instruments and Regulations or other legal requirements.

To undertake additional training in order to extend existing skills or develop new ones.

### **Other Duties**

The postholder may be required to perform duties other than those outlined in the job description. The duties and responsibilities attached to posts may vary from time to time. Such variations are a common occurrence and would not justify the re-evaluation of a post. When a permanent and substantial change in the duties and responsibilities occurs, then the post would be eligible for re-evaluation. (Officers temporarily undertaking additional duties are covered by NJC Conditions of Service, Section 3, Paragraph 35.)

Hours of Work: 16 hours a week over Saturday & Sunday

Exact hours of work will be discussed with the successful applicant. They will vary from evening to evening.

### **Holidays:**

The holiday entitlement is 23 days, plus statutory Bank Holidays. Holidays will be expected to be taken during the school holidays and on days where the lettings cover is at its least.

### **Salary:**

**Grade E, £17,772 to £18,746 per annum, pro rata (£9.21 per hour)**

**The Clarendon Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants will be subject to a full Disclosure And Barring Service check before appointment is confirmed.**

