



Casual Sports Lettings

Assistant

Application Pack

Head Teachers Welcome

Dear Applicant,

Thank you for your interest in this post. I hope that you will find our information useful and that you will decide to apply for the post. Hodge Hill College is a dynamic and innovative place to work. It has undergone massive improvements in the last six years during which time our exam results have increased significantly year-on-year and our campus has been transformed. We are a happy, confident school with a track record of innovation. In October 2021, OFSTED endorsed our view that we are a good school. We believe that our potential is far greater and continue to strive to reach this goal.

GCSE results have increased significantly, with a strong performance in all curriculum areas leading to high A8 and P8 scores. If your application were to be successful, you would be joining a creative, professional environment and a team with a strong sense of purpose and commitment to ensure all our pupils achieve. As a new colleague, you can look forward to a strong support network to help you progress in your career.

We want to recruit dedicated, dynamic, committed people, who will help us further improve outcomes for all our pupils. So, if this brief snapshot of the school appeals, and if you think you have what it takes to work with us, we look forward to receiving your completed application form.

If you have not received an invitation to interview within two weeks of the advertised closing date, please assume that an appointment has been made.

Yours faithfully,

Hannah Herrmann

Headteacher

Casual School Lettings Assistant

Grade: Grade A (£12.85 per hour)

Casual - Evening and weekend work - shifts to be mutually agreed

1. Job Purpose

- 1.1 To assist the Site Manager to provide a clean, safe, and secure environment for users of the school buildings and grounds out of normal school hours. Majority of the time the successful candidate will work alone but on large school events they will be under the direction of the Site Manager and to work as part of a team.

2. Key Responsibilities

2.1 General

- 2.1.1 Security of the school's buildings and grounds
- 2.1.2 Responsible for opening and closing of the site at weekends and ensuring building is secure and alarm set.
- 2.1.3 Where possible support Site Team in times of holidays.
- 2.1.4 General portering duties including movement of furniture and equipment within the school for activities linked to either lettings or school events.
- 2.1.5 Daily and periodic cleaning of designated areas of the school buildings and grounds according to schedule of work linked to lettings

2.2 Specific

- 2.2.1 The post holder will have responsibility for specific caretaking tasks and for specific areas of the school – linked to lettings and evening activities. If supporting a large evening event would be under the direction of the Site Manager.
- 2.2.2 Some of the work may need to be done out of doors eg security checks in wet weather
- 2.3 children and young people he/she is responsible for or comes into contact with.
- 2.4 To ensure all tasks are carried out with due regard to Health and Safety and to inform the Site Manager of matters relating to H & S, security or repairs that have occurred during their duty time.

- 2.5 To maintain all outside steps, playgrounds, approaches and waste receptacles areas daily. To complete litter collections around school site when appropriate.
- 2.6 To make pathways and other walking routes safe by salting after snow or frost including the clearing of snow from those areas prior to salting.
- 2.7 Ensure that any minor maintenance or repair tasks eg. Replacement of light bulbs etc reported during time on duty or directed by the Site Manager are completed as urgently as possible (task to be carried out up to a height of 11 feet).
- 2.8 To carry out any other associated duties as directed by the Site Manager or other authorised officer commensurate with the grading/level and nature of the job.
- 2.9 To undertake appropriate professional development including adhering to the principle of performance management.
- 2.10 To adhere to the ethos of the school
 - 2.10.1 To promote the agreed vision and aims of the school
 - 2.10.2 To set an example of personal integrity and professionalism
 - 2.10.3 Attendance at appropriate staff meetings and parent's evenings
- 2.11 Any other duties as commensurate within the grade in order to ensure the smooth running of the school

3. Supervision Received

- 3.1 Supervising Officer's Job Title: Site Manager
- 3.2 Level of supervision:
 - 1. Regularly supervised with work checked by Site Manager
 - 2. Left to work within establishment guidelines subject to scrutiny by supervisor
 - 3. Plan own work to ensure the meeting of defined objectives