



Job Description

POST:	Lettings Assistant
RESPONSIBLE TO:	Operations Manager
RESPONSIBLE FOR:	N/A
SALARY:	SCP3 (18.562 FTE)
LOCATION:	Oasis Academy Lister Park
WORKING PATTERN:	Evenings and weekends as required on a casual basis.
DISCLOSURE LEVEL:	Enhanced
JOB PURPOSE:	To assist in the monitoring and maintenance of the site during letting opening hours. The setting up of facilities for the services users and routinely inspecting and responding to the centre's needs.

SPECIFIC RESPONSIBILITIES:

- A. Facilitating the Site Lettings.**
- B. Complete financial and administrative tasks.**
- C. Create a key first impression.**
- D. Providing building and site maintenance.**
- E. Undertake routinely facility and security checks.**
- F. Safeguarding service users.**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced CRB checks.

MAIN RESPONSIBILITIES

- Raise monthly invoices and monitor payments received.
- Processing requisitions, orders and payments, assisting with stock control and maintenance of inventories.
- Performs such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

- Routinely checking all areas of the site such as sports hall, field, toilets and tennis courts to ensure that the site is secure and all the facilities are fit for purpose,
- Reporting and responding to safeguarding and health and safety issues on site. This may involve assisting with parking on site or dealing with the general public to ensure they are adhering to the Academy standards.
- To administer basic first aid treatment to staff and the general public

SUPERVISION/MANAGEMENT OF PEOPLE

The post holder is responsible for supervising the general public whilst they are on site.

CREATIVITY AND INNOVATION

The post holder may be required to use judgement and initiative in dealing with occasional non-routine matters.

CONTACTS AND RELATIONSHIPS

Team work is a vital part of this post. The post will require contact with the general public.

DECISIONS

The post holder will apply some discretion when dealing with non-routine aspects of work ensuring that the action is taken in the interest of the site and the Academy. Reporting any issues to the Operations Manager.

RESOURCES

The post holder has no responsibility for cash or equipment that may be taken off the premises.

WORK ENVIRONMENT

Work Demands- work demands may vary dependant on the activities, there will be a requirement to move and store equipment.

Physical Demands- the work will require normal physical effort and some lifting and handling, this maybe whilst setting up equipment and should be carried out in accordance with Health and Safety legislation.

Working Conditions-the post holder will not be based in one specific area, the post will involve internal and external work.

Work Context-the job requires direct contact with the public and you will be handling confidential details such as personal information.

KNOWLEDGE AND SKILLS

Communication skills are vital to this role as you will be liaising with, staff, students and the wider community.

OTHER DUTIES

The duties and responsibilities in this job description are not restrictive and the post holder may be required from time to time to undertake any such duties that are not within this description.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

Person Specification

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<p>Willingness to undertake necessary training.</p> <p>Very good standard of numeracy and literacy.</p>	<p>First Aid at Work Certificate</p> <p>Manual Handling</p>
Experience, Skills and knowledge	<p>Basic building and grounds maintenance skills</p> <p>Good understanding of the issues associated with Health and Safety and site security</p> <p>A minimum of 1 year experience within a customer service environment.</p> <p>Experience in cash handling and dealing with confidential material.</p> <p>Working as part of a team and independently</p>	<p>Previous experience of working in a leisure or educational environment</p>
Personal Qualities	<p>Demonstrates professionalism at all times.</p>	

	<p>Good interpersonal skills and the ability to communicate (both written and oral) effectively.</p> <p>The ability to work on own initiative with a 'can do' approach to problem solving.</p> <p>The skills and ability required to deal with confidential material.</p> <p>Strong team player.</p> <p>Excellent organisational skills.</p> <p>Commitment to safeguarding and promoting the welfare of children and young people.</p>	
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