



## Job Description

**Job Title:** Lettings Officer

**Reporting to:** Vice Principal

**Grade:** Grade 2 (SCP 11-13)

### **Overall purpose of the post:**

To support the Head of the Sports Academy in order to provide a quality, commercially viable recreation facility for a wide range of community users whilst maintaining close links within the Academy in order to achieve maximum usage of the facility.

### **Main duties and responsibilities:**

#### **Administration**

- Maintain the central usage chart to identify users and vacant facilities.
- Accurately record bookings and calculations.
- Note and acknowledge block bookings, including hire of rooms by coaches.
- Liaise with the finance department to send invoices together with payment instructions.
- Up-date systems and procedures as appropriate in order to maintain the most efficient method of control.
- Offer administration support to the Head of Sports Academy and the Sports Academy as required.

#### **Financial Management**

- Ensure VAT regulations are adhered to in relation to the purchase and sale of goods and the special arrangements for the block booking system.
- Ensure that information is effectively managed and systems developed in order that high quality information is available to enable analysis and reporting to Head of Sports Academy and the Sports Academy Manager as required.

#### **Marketing**

- Prepare information on facilities and promote these through various media throughout the city and surrounding areas.
- Where appropriate conduct market research and act upon the results of the research.

## **Safety and Security**

- Maintain existing and adopt new safety and security measures as appropriate.
- Liaise with the Operations Director on extra opening hours, change of circumstances during school holiday periods and any situations, which may have an impact on the running of the Academy.
- Any breakages or malfunctions to be reported to Head of Sports Academy and Operations Director to ensure Health and Safety standards are fully upheld.

## **Special Features**

- Responsible for the selection and management of resources in own area. Maintains the confidential nature of information relating to the Academy, its staff, students, parents and carers.
- Working hours will be 3.30pm to 8.30pm Monday to Thursday. Office hours on Friday by mutual agreement.

## **Additional Responsibilities**

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respecting confidential issues linked to home/students/teacher/Academy work
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.
- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

## **Personal Contacts**

**External:** Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

**Internal:** Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.