



Waverley School
Part of Waverley Education Foundation Trust

JOB DESCRIPTION

Job Title: Community Lettings Assistant

Scale: £16 Per hour

Hours: Worked flexibly across evenings and weekends as required

CORE PURPOSE

To supervise and assist in hire of the school's buildings, sports facilities and grounds outside the school day, and be the main point of contact for community groups, sports clubs, faith groups, adult education providers and private hirers.

MAIN DUTIES AND RESPONSIBILITIES

- Provide high-quality customer service and act as first point of contact for all lettings enquiries and bookings
- Unlock and lock facilities for customers
- Set up and take down equipment for all activities and events ensuring that all equipment used is safe and fit for purpose.
- Carry out basic cleaning duties of the facilities and changing areas
- Monitor customers and facilities that are in use
- Liaise with the FM team in the event of an issue with a facility
- Act as a keyholder for the facilities, as agreed with the Director of Operations
- Record bookings, attendance, incidents and facility issues accurately, and handle all hirer information in line with Trust data protection procedures
- Check that hirers comply with the conditions of hire, including agreed areas, timings, capacity limits and insurance requirements

GENERAL REQUIREMENTS

- Attending and participating in training and development courses as required
- Attending meetings, liaising and communicating with colleagues in school
- Being an effective role model for the standards of behaviour expected of customers
- Having due regard to confidentiality, child protection procedures, safeguarding, health and safety, and other statutory requirements.
- Handling all personal data relating to hirers and facility users in accordance with the UK GDPR, the Data Protection Act 2018 and Trust data protection policies, and completing data protection training as required

SAFEGUARDING

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Report any safeguarding concern immediately to the Designated Safeguarding Lead, following Trust reporting procedures, and never attempt to resolve a concern alone.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and is subject to an enhanced DBS check including a check of the children's barred list.

HEALTH AND SAFETY

- Be aware of the responsibility for personal health, safety, and welfare and that of others who may be affected by your actions or inactions.
- To ensure all tasks are carried out with due regard to health and safety.
- Follow Trust lone working procedures at all times, including agreed check-in and check-out arrangements when working on site outside the school day.
- Follow site emergency, fire and evacuation procedures, including accounting for hirers and visitors during an evacuation, and know how to summon emergency assistance.
- Complete manual handling training and follow safe lifting procedures when setting up and taking down equipment.

OTHER

- Administer first aid as required, where the post holder holds a current and valid first aid certificate. Training will be provided.
- To act in accordance with, and actively promote, Waverley Education Foundation Trust's and WEF Active's (the Trust's community sport and lettings service) policies and standards.

LINE MANAGER

The post holder will be accountable to the Director of Operations.

ADDITIONAL NOTES

This job description may be subject to review, after consultation, at the request of the Director of Operations or the post holder.

Signed: _____ (Post holder)

_____ (Date)

Signed: _____ (On behalf of the Trust)

_____ (Date)

Waverley Education Foundation Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful candidates.

September 2026