Watergrove Trust
Providing more

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Chief Executive: Mr M Moorhouse

Organisation:	Watergrove Trust
Section:	Site
Location:	Matthew Moss High School
Job Title:	Casual Lettings Coordinator
Hours:	Requirement to cover external letting requirements during evenings, weekends and school holidays (latter in the absence of the Site Manager)
Grade:	Grade 3 points 5-6
Grade Range:	Hourly rate £14.02 to £14.24
Accountable to:	Business Manager and Site Manager
Accountable for:	N/A
Special Conditions of Service:	• All posts require satisfactory pre-employment checks including enhanced DBS clearance prior to appointment. • From time to time you may be expected to work outside normal working hours to participate in duties that are otherwise not indicated in your job description. (Example): Supporting Open Evenings and other out of hours school events as and when required or to perform routine system upgrades and general maintenance. • A full driving licence and access to a vehicle with business insurance is required.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

PURPOSE AND OBJECTIVES OF THE ROLE
To be responsible for the maintenance and security of the school premises and site, ensuring a safe environment during community use periods.

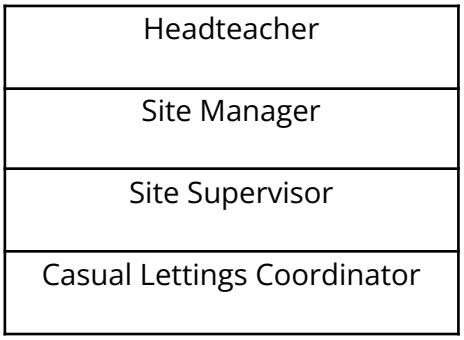
Safeguarding
Fulfil responsibilities and obligations in relation to the safeguarding of children.

To adhere to the Academy Trust rules and regulations relating to the use of IT, e-mail and intranet/internet access.

Health/Safety/Welfare
Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust, and current legislation.

Relationships (not exhaustive)
Headteacher
Senior Leadership Team
Colleagues
Teaching Staff
Associate Staff
Students
Parents
Visitors
Contractors
Governors /Trustees
Suppliers

Organisational Chart



Values and Behaviours

Our mission is to be ever **"Providing more"** to the communities we serve, to enable life in all its fullness. Our Trust is enabled by a mutual interdependence within which we will always:

- Coach
- Challenge
- Innovate

Watergrove Trust has high expectations of its pupils and staff and we expect our employees to be aware of, and apply these values and behaviours at all times.

Responsibilities

The postholder must:

1. Perform his/her duties in accordance with the Equal Opportunities Policy.
2. Ensure that the Trust's commitment to public service orientation and care of our customers is provided.

3. Be able to render regular and efficient service to undertake the duties of this post.

Principal Duties

1. To assist in the delivery of the schools community use by undertaking supervisory duties during the community use periods and related duties at other times.

2. To be responsible for the security of the building and the safety and well-being of users during community use periods.

3. To ensure that the building and its facilities are maintained in a safe, clean and presentable condition during community use periods. This will include some cleaning duties

4. To move, erect and dismantle equipment appropriate to the programme of use during community use periods.

5. To complete record systems in respect of the school's business during community use periods.

6. To liaise and maintain effective working relationships with employees of the school, voluntary sports clubs, other community organisations and external contractors in order to ensure the smooth operation of the school during community use periods.

7. To monitor and provide guidance to users of the building, its facilities and equipment in order to prevent injury, misuse and damage to the building, facilities, equipment and other users.

8. To monitor the condition of the building, plant, facilities and equipment and rectify or report problems as appropriate.

9. To assist in the promotion of the School and its Community Use Programmes by dealing with public enquiries and providing advice and information.

10. To be the designated first aider.

Responsibilities for equipment and other school resources

Personnel
To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial
To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials
To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, email and intranet/internet access.

Health/Safety/Welfare
Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health and Safety policies and procedures and current legislation.

Equality and Diversity
To work in accordance with the Trust's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development
The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the School's arrangement.

Secondary Duties

1. Uphold the professional standards expected of every member of Trust staff in all dealings with colleagues, students, parents / carers and the wider community and adhere to the principles expressed in the aims of the Trust

2. To participate in programmes of training as a trainee and when required as a trainer facilitator. Actively contribute to the continued development of the Trust by attending training, participating in relevant meetings, and putting forward ideas for improvement. To demonstrate a commitment to self-review and professional development.

3. Be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection, reporting all concerns as appropriate

4. To support and participate in team working across the Trust, including working within other areas/ schools as required in the light of operational needs of the Trust and to facilitate the career development of the post holder.

5. To undertake duties as part of the team rota - To act as a team member and undertake general office duties as and when required to support the overall service delivery to the academies, students and families. Be a positive, collaborative team member.

6. To undertake such other duties and responsibilities of an equivalent nature commensurate with the level of responsibility that may be allocated periodically, as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

7. The postholder's duties must at all times be carried out in compliance with the Trust's Equal Opportunities Policy and other policies designed to protect employees or service users from harassment.

a) Take reasonable care of the health and safety of self, other persons and resources whilst at work.

b) Cooperate with management of the trust as far as is necessary to enable the

responsibilities placed upon the trust under the Health and Safety at Work Act to be performed, eg operate safe working practices including both mental and physical wellbeing.

c) It is the duty of the postholder not to act in a prejudicial or discriminatory manner towards employees. The postholder should also counteract such practice or behaviour by challenging or reporting it.

8. To attend and participate in meetings as required.

9. Play a full part in the life of the Academy community, supporting our ethos and values encouraging staff and students to follow this example.

10. Support the Academy & the Trust in meeting our legal requirements for worship.

11. Actively promote the Academy & Watergrove Trust corporate policies.

Job Description Prepared by: _____Charlotte Longthorne_____ Date: _____02/11/2026____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year as part of the performance management cycle and may be subject to modification or amendment at any time after consultation with the post holder.

Watergrove Trust Person Specification

Organisation :	Watergrove Trust	**Post:**	Casual Lettings Coordinator
Section :	Site	**Grade:**	Grade 3 points 5-6

Note to Applicants:
Essential Criteria **(E)** are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You must include examples from either paid or voluntary work. Do not leave gaps in employment.

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Criteria	**Essential (E) or Desirable (D)**	**How Identified: AF Application Form I Interview A Assessment**
Qualifications		
To possess GCSE English & Maths or Level 2 Literacy & Numeracy	E	AF, I
To possess or be willing to achieve a First Aid Certificate	E	AF, I
Skills and Experience		
Must be IT Literate	E	AF, I
Sound working knowledge of contract procedures.	E	AF, I
Knowledge and Ability		
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Ability to communicate effectively, with employees of the school, external contractors, and other community organisations/groups	E	AF, I
Ability to work within a team context	E	AF, I
Able to work flexibly	E	AF, I
Ability to work on own initiative	E	AF, I
Knowledge of facilities management and Health and Safety legislation	E	AF, I
Special Working Conditions		
Ability to relate to and promote the ethos of the school	E	AF, I
Willingness to undertake training as required	E	AF, I
Key Holder	E	AF, I