

## Job Description and Person Specification

### Casual Recreational Attendant

Start Date:	As soon as possible
Contract:	Casual
Salary:	£12.60 per hour
Hours of work:	Ad-Hoc mainly evenings and weekends (5 – 10 hours per week)
Responsible to:	Lettings Manager
Primary Purpose of the role:	To assist the Lettings Manager in supervising the lettings of the school. The post will entail evening and weekend work so flexibility in the role is essential. The post may involve working unsupervised.

### Overall, Purpose of the Post

To provide a welcoming, safe, and well-managed environment for external hirers using school facilities during evenings, weekends, and holidays. The role involves opening and securing the site, supporting users, maintaining cleanliness and safety standards, and ensuring lettings run smoothly in line with school policies.

### Key relationships:

The Principal and Senior Leadership Team (SLT), Lettings Manager, teaching staff, other support staff, students, parents, governors, and outside agencies and visitors.

This job profile includes the principal responsibilities of the post. However, the post will evolve. The post-holder will be required to adopt a flexible approach in order to meet the changing needs of the school.

### **Main duties:**

- To provide a reception role, keeping a log of visitors into and out of the building to ensure compliance with Fire Safety.
- To be the central point of contact for visitors using the facility to address their needs and resolve issues as they arise.
- Help meet the needs of any users by responding promptly and professionally to any customer feedback, comments or complaints and referring things you are unsure about.
- Open/close the premises when necessary for staff, contractors and lettings, ensuring the site is secure and alarms are activated on leaving the premises. (During contractual hours).
- Supervise lettings and be the first point of contact for hirers of the school facilities e.g. setting up equipment ensuring correct use. Tidying up ensuring all lettings abide by school rules, no smoking etc.
- Supervise visitors to the school and any contractors working at the school outside of normal hours.
- Identify trespassers and unauthorised parking and follow School procedures accordingly.
- Ensure perimeter gates are secure.
- Ensure premises are in a safe condition to be used.
- Identify and minimize hazards
- Upholding the highest standards of health and safety and professionalism and using initiative to respond quickly to issues or challenges that may arise.

### **Additional Duties:**

- Available to work overtime as reasonably requested, e.g. late functions.
- Any other duties reasonably required by the Lettings Manager.
- Setting up of rooms – if appropriate.
- Assisting with car parking as required.
- Supervising at school events.
- To deal with unexpected spills and cleaning requirements, and to ensure the building is left in a clean and tidy state

To be directed daily, the following tasks will be required of the candidate where necessary.

### **Health and Safety:**

- Work within Health and Safety guidelines and School policies. Training will be given where relevant.
- Have a good working knowledge of the Health and Safety at Work Act 1974 as appropriate to your own working environment.
- Ensure that mechanical aids, steps and all other equipment used are in a safe condition.
- Report to the Lettings Manager any unsafe furniture, structural defect or defective teaching apparatus where noticed.
- Report to the Lettings Manager any disregard for Health and Safety legislation by staff, cleaners or contractors

### **General Requirements**

- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with
- Responsibility for safeguarding and protecting the welfare of all students, being cognizant of the Safeguarding and Child Protection Policy and related procedures
- Carry out all duties regarding the school's policies and in compliance with the Trust's Equal Opportunities, Health & Safety and Code of Conduct procedures.
- Undertake necessary training associated with the post
- Ensure that duties and responsibilities are carried out in accordance with Trust policies
- Maintain confidentiality of information acquired in the course of undertaking duties
- Be a role model for students and staff
- Attend meetings, training sessions, after-school events and courses as required
- Participate in a program of self/professional development to ensure skills, knowledge and understanding are added to and kept up to date
- Comply with health and safety procedures, information and resources in line with school policy
- Undertake any reasonable duties as requested by the principal or nominated delegate
- Maintain a positive ethos

**Vantage CE Academies Trust** as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. **This post is subject to an enhanced DBS check.** We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to The Trust's values and principles.

**REVIEW ARRANGEMENTS** The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Vantage CE Academies Trust will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.

**Job Description prepared/revised: July 2025**  
**Prepared by: Jane Buckley (HR Officer)**

**Person Specification**  
**Casual Recreational Attendant**

We are looking for a candidate who meets the following requirements:

No.	CATEGORIES	Assessed by:		
		Essential/ Desirable	Application Form	Interview/ Task
<b>QUALIFICATIONS</b>				
1.	Basic literacy and numeracy skills	E	✓	
2.	Basic first aid knowledge (or willingness to undertake training)	E	✓	
<b>KNOWLEDGE AND EXPERIENCE</b>				
3.	Experience in customer service or working with the public	E	✓	✓
4.	Previous work in caretaking, facilities, or leisure roles	D	✓	
5.	Awareness of site safety and safeguarding procedures	D	✓	✓
6.	Knowledge of site security procedures, including keyholder responsibilities	D	✓	✓
7.	Understanding of fire safety procedures and evacuation protocols	D	✓	✓
8.	Understanding how to operate alarms, lighting, heating, and basic equipment	D	✓	✓
9.	Awareness of cleaning standards and hygiene protocols	D	✓	✓
10.	Awareness of manual handling	D	✓	✓
<b>BEHAVIOURS AND SKILLS</b>				
11.	Good communication and interpersonal skills	E	✓	✓
12.	Ability to handle complaints or queries professionally	E	✓	✓
13.	Ability to work independently and use initiative	E	✓	
14.	Reliable, punctual and professional	E	✓	
15.	Friendly and approachable manner	E	✓	✓
16.	Flexible and willing to work evenings/ weekends	E	✓	
17.	Physically fit with ability to set up and take down equipment	E	✓	✓

**Note to Applicants: Please try to show in your application, how best you meet the above requirements**