



KING JAMES'S SCHOOL
KNARESBOROUGH

Candidate
Information
School Lettings
Administrator





KING JAMES'S SCHOOL
KNARESBOROUGH

School Lettings Administrator

Immediate Start

Temporary contract

Part-time hours (15-30 hours per week available)

Full Year or Term Time Only applicants welcome.

NYCC Grade D: Up to £20,418 per annum (for 30 hours, full year)

We are seeking to appoint a dedicated and organized School Lettings Administrator to join our dynamic team. In this role, you will be responsible for managing the day-to-day administration of school lettings, ensuring that all bookings are handled efficiently and effectively. This role offers a unique opportunity to contribute to our school community and showcase your administrative skills.

Working closely with the Business Services Assistant, Premises Services Manager and Director of Business Services as part of a highly supportive team, you will ensure the delivery of an excellent hirer and visitor experience from initial booking stage onwards.

Key Responsibilities:

- Oversee all aspects of the lettings process, including enquiries, bookings, and invoicing
- Provide outstanding customer service to external organizations and individuals
- Coordinate with internal teams to ensure proper facility preparation and setup
- Maintain meticulous records and manage financial transactions related to lettings
- Ensure compliance with school policies, health and safety regulations, and safeguarding procedures

This is a temporary contract, we would be open to a contract of between 15 and 30 hours, either full year or term time only dependent on the successful candidate.

We offer a competitive salary, access to a contributory local pension scheme and other additional staff benefits.

The school is committed to safeguarding and promoting the welfare of young people and expects all members of staff to share this commitment. Enhanced DBS disclosure is required for this post.

Completed applications must be submitted via email to:

recruitment@king-james.co.uk and received by:

Thursday 21st November 2024, 8.00am

Please note that CVs will not be accepted.



Facilities for Hire:

Sports & Fitness:

- 3G Artificial Grass Floodlit Football Pitch
- Grass Pitches
- Sports Halls
- Gymnasiums
- Fitness Suite

Performance Arts:

- School Hall with Stage
- Drama Studios

Meetings, Conferences & Training:

- Classrooms
- Computer Training Rooms
- School Halls
- Meeting Rooms
- Training and Conference Rooms
- School Library

Special Events:

- School Halls - Various (1 with Stage)

We also offer our spaces during the day in the school holidays for holiday club hire.

For full details please visit: <https://king-jamess.schoolbookings.co.uk/>



Sports Facilities & Outdoor Pitches



Performance Space & Studios



Meetings, Conferences & Training Facilities



Special Events

Please use the section “Experience & Qualities relevant to the Post” on the application form to demonstrate how you can meet the criteria given in the advert.

Please note CVs will not be accepted. Please do not enclose a covering letter as this will not form part of your application.

We are committed to safeguarding and promoting the welfare of young people and expect all members of staff to share this commitment.

An Enhanced DBS disclosure is required for this post through North Yorkshire County Council. This will be arranged for the successful applicant.

Completed applications must be submitted via email to:
recruitment@king-james.co.uk and received by:
Thursday 21st November 2024, 8.00am

Thank you for your interest in this post. If you have not heard from us within 21 days of the closing date, please assume your application has been unsuccessful and, in that event, may we wish you well in your search for a suitable position.

KING JAMES'S SCHOOL, KNARESBOROUGH

All job descriptions will be reviewed annually & set in the context of the school's aims & current development plan

Lettings Administrator

<i>Responsible to:</i>	<ul style="list-style-type: none"> • Director of Business Services
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<i>Salary NYCC Band:</i>	Grade D
<i>Full-time/ Part-time:</i>	15-30 hours
<i>Hours:</i>	Monday – Friday between 8am – 4pm
<i>Full Year/ Term Time Only:</i>	Full Year or Term Time Only

Professional Responsibilities

ALL ASSOCIATE STAFF

1.	To work within the North Yorkshire County Council's Conditions of Service
2.	To support the aims, policies, procedures and ethos of the school
3.	To participate in the school's agreed Performance Management procedures
4.	Help safeguard the welfare of children in the school and ensure services are delivered with regard to equalities
5.	Work safely and co-operate with health and safety procedures
6.	Attend school meetings as appropriate within designated working hours
7.	Undertake appropriate staff training and development activities
8.	Undertake whatever duties might be reasonably requested by the Director of Business Services, Head or Line Manager

JOB DESCRIPTION

POST: Lettings Administrator	
GRADE: Grade D	
RESPONSIBLE TO: Business Services Advisor / Director of Business Services	
STAFF MANAGED:	
POST REF:	JOB FAMILY: 4
JOB PURPOSE:	To provide an administrative support service to the school. The post holder is accountable for decision making, short term planning and dealing with unexpected problems within the school office. The post holder may be responsible for some basic finance duties depending on the size of the school.
JOB CONTEXT:	<p>The Lettings Administrator will be responsible for managing the day to day administration of school lettings, ensuring that all bookings are handled efficiently and effectively. The Lettings Administrator will be the first point of contact for all facilities hire enquiries, bookings, viewings and hirer inductions; plus liaising with customers regarding concerns and resolving any issues that may arise.</p> <p>The school is committed to safeguarding and promoting the welfare of children and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.</p> <p>The post will require ability to fulfil all spoken aspects of the role with confidence through the medium of English.</p>
ACCOUNTABILITIES / MAIN RESPONSIBILITIES	
Operational Issues:	<ul style="list-style-type: none"> ● Provision of administrative, clerical and secretarial duties as required. ● Carry out research, analysis and evaluation of data to assist in the preparation of reports e.g, for the school's Governing Body / Financial Management Committee. ● Obtain quotes from contractors and ensure that adequate and appropriate insurance cover is held by contractors. ● Take minutes at various meetings as required. ● Undertake wages and salary administration and distribution which may involve liaison with the Local Authority offices. ● Make arrangements for school lettings. ● Short term planning e.g. booking supply cover for absent teachers and keeping a record of work carried out. ● Administer basic first aid and contacting parents in the event of an accident or incident involving their child. Record accidents in accident book. ● Make appropriate decisions to problems/issues when they arise within the office. ● Report concerns and obtain support for any issues raised. ● Assist teaching and non-teaching staff with administrative queries

Communication:	<ul style="list-style-type: none"> • Communicate effectively with other staff, Governors, visitors, contractors, pupils and their families/carers. • Undertake reception service to the school, acting as the first point of in dealing with routine phone calls, taking messages and greeting visitors
Resource Management:	<ul style="list-style-type: none"> • Assist senior staff with budget preparation and revision as necessary. • Monitor the school budget on a regular basis. In addition to maintaining computerised records this involves liaison with the Headteacher • Undertake the administration of all accounts relating to the school, including handling of small amounts of cash, payments of bills and invoices, reconciliation of bank statements and preparation of month end returns etc. • Monitor stock levels, order office materials, equipment and services, negotiate on prices with suppliers and check incoming orders • Assist in the induction of new employees • Attend staff meetings and training days and management team meetings by agreement with the Headteacher • Participate in the school's performance management scheme • Highlight additional training and supervision needs to build on your skills and knowledge. • Participate in training and other learning activities and performance development as required.
Safeguarding:	<ul style="list-style-type: none"> • Know about data protection issues in the context of your role. • Maintain confidentiality as appropriate. • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with, by knowing who to report your concerns to • Have an awareness and basic knowledge where appropriate of the most recent legislation.
Systems and Information:	<ul style="list-style-type: none"> • Be aware that different types of information exist (for example, confidential information, personal data and sensitive personal data), and appreciate the implications of those differences. • Share information appropriately – in writing, by telephone, electronically and in person. • Maintain and update accurate computerised and manual records as required
Data Protection	<ul style="list-style-type: none"> • Comply with King James's School's and the County Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Work with colleagues and others to maintain health, safety and welfare within the working environment • Perform duties in line with health & safety regulations (including Manual Handling and COSHH) and take action where hazards are identified, reporting serious hazards to the Site Manager / Lettings Manager immediately
Equalities	<ul style="list-style-type: none"> • King James's School aims to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.

	<ul style="list-style-type: none"> • Within own area of responsibility work in accordance with the aims of the Equality Policy Statement
Flexibility	<ul style="list-style-type: none"> • King James's School provides front line services, which recognises the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with County Council Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • King James's School requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • King James's School requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.

PERSON SPECIFICATION

School Lettings Assistant (Grade D)

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
<p>Knowledge and Experience</p> <ul style="list-style-type: none"> • Clerical or administrative experience • Experience of using Microsoft Office software • Knowledge of admin and office systems <p>Occupational Skills</p> <ul style="list-style-type: none"> • Computer literate • Good written and verbal communication skills • Good numeracy and literacy skills • Judgemental skills • Problem solving skills • Analytical skills 	<ul style="list-style-type: none"> • Cash handling experience • Supervisory experience • Budget management skills
<p>Qualifications</p> <ul style="list-style-type: none"> • Literacy and Numeracy Qualification e.g. Level 2 qualification or equivalent 	<ul style="list-style-type: none"> • CLAIT Plus, ECDL or Level 2 Word Processing
<p>Personal Qualities</p> <ul style="list-style-type: none"> • Attention to detail, neatness and accuracy • Organisational skills • Ability to work successfully in a team • Confidentiality • Ability to work to deadlines and prioritise own workload. <p>Other Requirements</p> <ul style="list-style-type: none"> • To be committed to the school's policy and ethos. • To be committed to Continual Professional Development. • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Enhanced DBS clearance required 	

Essential upon appointment	Desirable on appointment (if not attained, development may be provided for successful candidate)
Equal Opportunities <ul style="list-style-type: none"><li data-bbox="188 304 1167 405">• To assist in ensuring that NYC's equalities policies are considered within the school's working practices in terms of both employment and service delivery.	