

**THE PRIORY SCHOOL  
JOB DESCRIPTION  
WEEKEND LETTINGS CO-ORDINATOR**

The Weekend Lettings Co-ordinator is a casual zero hours post, required to undertake the setting up and overseeing of all weekend lettings.

General

- Provide excellent customer service to all external letting customers
- Knowledge of Health & Safety procedures and precautions.

External Lettings Duties

- Ensure all booked rooms and toilet areas are presentable and prepared for clients, including the setting out of tables and chairs as required
- Ensure all pre-booked refreshments are made available
- Assist clients who have requested the use of microphones or IT equipment
- Ensure facilities are left clean and tidy.

Security

- Lock/unlock school buildings and site.
- Be on-call for the clients in the event of an emergency
- Undertake regular security checks and identify security risks.
- Operate and respond to alarm systems where appropriate.

Responsibilities

- Promote and ensure the health and safety of pupils, staff & visitors (in accordance with appropriate health & safety legislation) at all times.
- Be aware of and comply with policies and procedures relating to child protection, health & safety, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend all relevant meetings as required.
- Participate in training and other learning activities as required.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment that supports equal opportunities.

I accept the appointment the terms outlined in this Job description.

Signed ..... Date .....