



## **Bishop's Hatfield Girls' School**

### **Casual Site Assistant / Lettings Supervisor**

**£9 per hour for weekdays, evenings and weekends**

We are seeking an enthusiastic individual to join our facilities team to provide support at peak times, for absence cover and/or for out of hours events in the evenings and weekends. The job holder will be responsible for the security of the school facilities and the comfort and safety of all users.

#### **Responsibilities**

- To ensure that the premises are clean, safe and secure for those who use them.
- To provide portering when required.
- To ensure that clubs and agencies have appropriate access to the hired areas outside school hours.
- To help setting up rooms as directed in preparation for events and clearing up afterwards.
- To be aware of any problems such as damage to school property, breakages etc and to ensure the Lettings Coordinator is aware of any problems by use of the Lettings' Feedback Form.
- To perform some site maintenance tasks whilst on duty, as reasonably requested by the Facilities Manager, ticking off completed tasks on the job sheet.
- To perform other duties which may arise from the use of premises as reasonably requested by the Facilities Manager including providing ad-hoc sickness and holiday cover for the Site Assistants.

#### **Knowledge and Experience**

- The ability to work with initiative and common sense
- Good interpersonal skills
- A sound understanding of security
- The job holder will be instructed in relevant technical areas such as the setting of the alarm and controlling the heating
- Practical skills would be useful
- Use of email and Microsoft Office is desirable
- Some manual tasks including lifting will require strength

**If interested please contact Mrs Debbie Daniel on 01707 275331**

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