

JOB DESCRIPTION

POST: Sacred Heart of Mary Relief Lettings Supervisor/person

BASED AT: St Mary's Lane, Upminster, Essex, RM14 2QR

REPORTS TO: Business Manager/Site Manager

SALARY: APTC Scale 2 Point 4 (£11.61 per hour)

An honest, dependable, self-motivated person is required to act as Lettings Supervisor/Groundsperson at the School. The successful applicant will be required to open and close the School for hirers at the weekends and the occasional weekday evening. General cleaning/maintenance may be required after event. While supervising the letting the applicant will also be responsible for the general upkeep of the school grounds.

DUTIES AND RESPONSIBILITIES

Security

- Responsible for unlocking / Locking premises
- Unsetting and setting the alarm before and after events

General

- Checking the condition of the building prior to an event
- Checking the building after an event for any sign of damage and filling out the appropriate paperwork
- Informing the School of any maintenance issues
- Removing rubbish from the building after an event
- Checking furniture has been appropriately stored after use
- Undertaking general cleaning/maintenance if appropriate
- Litter picking and the grounds upkeep of the grounds
- Sweeping boarders and pathways.
- Seasonal works (leaf clearing/gritting)
- Maintaining flowerbeds (weeding/raking)

HOURS OF WORK

There are no set hours of work for this role. The hours of work are according to bookings taken. The Lettings Supervisor will be kept up to date with any relevant information by the School for the Lettings of the Premises