



The
3-18
Education
Trust

Applicant Information Pack

Lettings Assistant



Respect - Resilience - Success



Headteacher Letter to Applicants

Thank you for the interest you have shown in our school. I am proud to be the Headteacher of The Thomas Adams School, a successful co-educational community school, sixth form and boarding house in the centre of Wem. Established in 1976 and with a strong history dating back to 1650, we provide quality teaching and learning for our 1200 students, aged 11 – 18 years old. Thomas Adams is now a member of the 3-18 Education Trust, a collaboration of successful schools in Shropshire, all with the same goal of excellence in education.

We have two main sites on our 30 acre campus in Wem, a small rural market town. Although many of our students live in Wem, our extensive transport links allow students from across North Shropshire to access our excellent provision. Our Lowe Hill buildings cater for years 7 – 11, providing excellent facilities for all curricular areas. At our Noble Street site, we have our Sixth Form, housed in the attractive grammar school building. We also have our thriving boarding provision, Adams House, which accommodates students from throughout the UK and overseas.

Large enough to offer choice and opportunity, we pride ourselves on seeing all students as individuals, providing a quality pastoral care throughout a student's academic journey with us.

The school is renowned for its Music, Drama and Sport. We have specialist centres for all of these subjects, with full performance facilities. We also have a multi-use sports centre and extensive playing fields, along with additional facilities including; tennis courts, basketball courts, hard surface play areas and many pitches for team games. We encourage all students to engage and get involved in our extra-curricular programme, be that a member of the sports team, working towards their Duke of Edinburgh award or taking part in the many educational or leisure trips on offer.

We are committed to continuous professional development for all our staff and foster open, professional and respectful relationships. Our staff well-being and happiness is paramount as we see them as our greatest asset.

Please visit our website <https://thomasadams.net/> for further information.

You can also find out the latest news via our social media pages

 <https://www.facebook.com/ThomasAdamsWem>

 <https://www.instagram.com/thomasadamswem/>



Mark Cooper, Headteacher

Our Vision

Outstanding education and care that will allow every young person to reach their potential, regardless of their starting point: life opportunities

A very warm welcome and thank you for taking an interest in this current vacancy we have open within our Trust. We have five schools in our Trust (for further details click on the links to their web-sites below) that are united by the same expectations and beliefs:-

Our **Mission** is that we aim to be an excellent Trust that supports and challenges in appropriate measure, so that every individual is in a great school.

Our **Values** are divided into those for students and those for the schools:

For our students – they leave us accomplished, independent, resilient, compassionate young people, with choices and opportunities ahead of them.

For our schools – we celebrate the differences between our individual schools, enjoy the benefit of the team so that each school gives and receives support and retains their identity and culture.

The 3-18 Education Trust derives its name from the age range we serve. We have an inclusive ethos, defined only by age, and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Not only do we pursue the important dimension of achieving the best results for each individual, regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals, who are ready, willing and able to make their contribution to society.

Please take a look at our Trust website <https://www.3-18education.co.uk/> for more details.

Michael Barratt
Chief Executive Officer



<https://www.3-18education.co.uk/schools/coleham-school/>



<https://www.3-18education.co.uk/schools/the-priory-school/>



<https://www.3-18education.co.uk/schools/st-martins-school/>



<https://www.3-18education.co.uk/schools/thomas-adams-school/>



<https://www.3-18education.co.uk/schools/william-brookes-school/>

Job Description

Title of Post	Lettings Assistant
Grade and SCP	Grade 4
Post Status	Permanent, subject to a 6 month probationary period
Accountable to	Business Manager



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Main purpose

Under the guidance of the Business Manager, take a proactive role in ensuring the smooth running of lettings, providing a high standard of customer care at all times for the mutual benefit of the school and local community.

Duties and responsibilities

- Opening and closing the school facilities during letting periods
- Meet and greet clients, building a positive relationship
- Ensure a high standard of customer care and an effective response to all enquiries
- Be available to lettings clients whilst on site to deal with emergency issues or incidents that occur
- Ensure the safety and wellbeing of all clients and ensure all clients are aware of emergency procedures
- Have a knowledge and understanding of the school's fire safety procedures and operation of the fire alarm panel
- Ensure rooms are set out as requested by clients and sports equipment is put out and left as directed by the Business Manager for the following day, or returned to storage, as required. This may include lifting/movement of equipment
- Light-touch cleaning to ensure all facilities and equipment are left clean and ready for use the following day
- Report misuse of equipment or damage to the facilities to the Site Manager
- Remove damaged equipment from use, labelling it clearly as unusable and notifying the Site Manager so as to enable its removal and repair or replacement as necessary
- Under the guidance of the Business Manager, make facility bookings
- Maintain accurate records of all bookings
- Produce reports for invoicing purposes
- Under the guidance of the Business Manager, promote out-of-hours community use of the school facilities
- Under the guidance of the Business Manager, develop links with sports coaches and outside agencies to provide a variety of activities for the local community

Professional Development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and comply with all school policies and procedures, in particular the school's Lone Working Policy.
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the School and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that the Headteacher feels are commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

This job description is subject to review by the Headteacher, in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Signed _____ Date _____

Headteacher

Signed _____ Date _____

Name _____

Postholder

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Grade 4 or above in Maths and English (or relevant equivalent) 	<ul style="list-style-type: none"> • First Aid qualification
Work or relevant experience	<ul style="list-style-type: none"> • Previous experience in customer service 	<ul style="list-style-type: none"> • Previous experience in a similar role
Skills and Knowledge	<ul style="list-style-type: none"> • Good literacy and numeracy skills • Good organisational skills • Skills and expertise in understanding the needs of clients • Knowledge of how to help adapt and deliver support to meet individual requirements • Excellent verbal communication skills • Good ICT skills, particularly Outlook, Microsoft Word and Excel • Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> • Good understanding of Health & Safety procedures • Knowledge of setting up sports equipment • Manual handling training
Personal Qualities	<ul style="list-style-type: none"> • Ability to work independently and alone • Ability to use initiative to resolve issues independently • Ability to help build good relationships with clients • Ability to remain calm in stressful situations • A commitment to getting the best outcomes for lettings and promoting the ethos and values of the school • Commitment to maintaining confidentiality at all times • Flexibility and reliability 	
Special Conditions	<ul style="list-style-type: none"> • Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check. 	



The Thomas Adams School

Low Hill, Wem, Shropshire, SY4 5UB. Tel: 01939 237000

Email: enquiries@thomasadams.net

Lettings Assistant

Grade 4, £9.99 per hour

Variable hours contract, 4-25 hours per week, all year round

Permanent, subject to a six month probationary period

Required from August 2022

We are seeking to appoint a hardworking, reliable and self-motivated person to take a proactive role in ensuring the smooth running of lettings, providing a high standard of customer care at all times for the mutual benefit of the school and local community. Includes lone working at evenings at weekends.

An Applicant Pack and Application Form can be found on our website <https://thomasadams.net/contact>

or contact Mrs Belinda Howells at bjh@thomasadams.net

Closing date for applications is Thursday 30 June 2022

Interviews will be held shortly afterwards

The Thomas Adams School is part of The 3-18 Education Trust, a Multi-Academy Trust which works collaboratively to provide a most interesting and exciting opportunity for schools to share ideas, resources and expertise, for the added benefit of the students in the Trust.

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.