



## Arden Multi Academy Trust Trust Lettings Officer

**Start Date:** 2<sup>nd</sup> September 2021

**Contract:** Part-time, 20 hours per week, core hour 2:30pm – 7:00pm (TBC)  
NJC 17-26, Band D - £24,491 - £30,451 (Actual Salary - £13,238 - £16,460)

Arden Multi Academy Trust would like to appoint someone to manage and administrate the day to day running of school lettings throughout the Trust, ensuring they are appropriately serviced in accordance with the school's Lettings Policy. The successful candidate will undertake arrangements for managing the school lettings liaising with external users of the premises during periods of hire.

The role will include managing a team of Letting Stewards, including recruitment and day to day management of these staff on various sites within the Trust.

The ability to travel between the following sites within the Trust will be required which include:

- Arden School (Knowle),
- Lode Heath School (Solihull)
- Henley in Arden School (Henley in Arden)

### Key responsibilities:

- To act as the administrator for all lettings enquiries across the Trust
- To liaise with relevant parties/customers regarding availability of the facilities and requirements of the booking
- To liaise with key stakeholders including school staff, site teams and Facilities Manager
- To line manage a team of stewards including arranging shift patterns
- To liaise and build relationships with customers who would like to book the facilities
- To ensure all health & safety requirements are met

### Qualities required:

- Excellent communication, organisational and time management skills
- Excellent administrative skills including use of Microsoft packages such as Outlook, Word and Excel
- Excellent interpersonal skills

### In return we can offer you:

- A collaborative and supportive attitude amongst staff which promotes a sense of teamwork and unity
- Access to high quality continuing professional development and the opportunity for ongoing training
- West Midlands Local Government Pension
- Cycle to Work scheme



Further details are available to download from our school website <https://www.ardenmat.org.uk/careers/> Application forms should be completed in full and attached to a letter of application. CVs will not be accepted. Please address all correspondence to Mrs M Bull, HR Manager.

*Arden Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all its staff and volunteers to share this commitment. The successful applicant will be required to undertake an Enhanced DBS Disclosure.*

**Closing Date – Wednesday 11<sup>th</sup> August (12 noon)**