



Post Title	Lettings Administrator
School / Organisation	Avanti Services Ltd
Location	Leicester
Grade	Grade 5, £29,578 per annum, pro rata
Hours	20 hours per week.
Contract Type	Permanent
	Year-round
Reports to	Lettings Officer
Preferred Start Date	As soon as possible

MAIN PURPOSES OF THE JOB

- This role is the key point of contact for lettings between the school, Trust, clients, and external contractors. Additionally, the role supports sales and new client development.
- You will be responsible for managing the SchoolHire booking platform, including client inquiries, managing the calendar, and arranging caretaking and cleaning for all bookings.
- Liaise with school principals and the BSM regarding lettings, school calendar dates, and any relevant information.
- Arrange meetings, client viewings, and interviews.
- Process and manage expenses, invoices and purchase orders.
- Managing on-boarding and off-boarding of clients including ensuring all checks and documentation is collected and up to date and improve the client experience through improvements to the booking system.

RESPONSIBILITIES OF THE JOB

- Manage the Lettings calendar, liaising closely with the Lettings & Operations Manager, Assistant Domestic Facilities Manager, Assistant Finance Manager and Sports Facilities Manager.
- Meet regularly with the Business Support Manager in relation to Lettings administration and Lettings enquiries.
- Liaise with relevant parties regarding the availability of facilities and requirements for the letting.
- Collaborate with the Central Lettings team to promote the Avanti schools in Leicester as a venue, including the production of appropriate literature e.g. lettings brochure, weddings brochure etc.
- Support with finding new clients and sales development.
- To have oversight of the management of the Lettings email account, ensuring clear communications between the Lettings team and clients.
- Ensure appropriate Letting Agreements are in place for all external lettings of School property and facilities.
- Plan and oversee logistical arrangements for all lettings in conjunction with the school.
- Liaise with the Central Lettings Officer to agree on charges for lettings.
- Prepare lettings agreements/venue hire agreements where required.
- Manage and oversee SchoolHire for the Leicester schools.
- Ensure lettings have any necessary insurance such as public liability insurance.
- Communicate details of lettings to all relevant staff, so that the necessary arrangements are in place.
- Oversee team of lettings caretakers and manage them.
- Ensure appropriate cleaning takes place post lettings.
- Work with the school to ensure school events can take place as required.
- Ensure all safeguarding policies are met and followed accordingly.



- Administer and support in the management of cleaning and caretaking arrangements for lettings across the Leicester schools, manage client communication.
- Work with the schools to produce a school lettings calendar and manage the SchoolHire calendar.
- Manage and support key clients.

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Demonstrable experience of developing and maintaining administrative systems and procedures.	X	
2.	Excellent level of literacy and numeracy skills.	X	
3.	Experience of working in a similar role within an educational setting.		X
4.	High level of competence using the internet, websites, word processing, data bases and other specialist resources/equipment etc.	X	
5.	Experience of supervising other administrative staff effectively including the allocation of work.	X	
6.	Excellent ability to communicate clearly and concisely both orally and in writing.	X	
7.	Excellent ICT skills and working knowledge of school management information systems	X	
8.	Ability to work to a high degree of accuracy and pay attention to detail.	X	
9.	Ability to plan and manage their own time effectively by prioritising tasks in a time-efficient manner and keeping to deadlines in a very busy environment.	X	
10.	Ability to relate well to children and adults.	X	
11.	Ability to interpret information and to devise work guidelines for other staff.	X	
12.	Awareness of Health and Safety requirements within a school setting.	X	
13.	Commitment to professional development, learning and development.	X	
14.	Commitment to the safeguarding and welfare of children and young people	X	

FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

For further information - <https://avanti.org.uk/wp-content/uploads/2024/09/Child-Protection-and-Safeguarding-Policy.Summer-24-2.pdf>