

Applicant Information

1 x Community Lettings Assistant (Age 16+)

8:30am till 12:30pm Saturday

8:30am till 12:30pm Sunday

(Job share would be considered for either day)

Required to start: As soon as possible



Meole Brace School

Learning - Respect - Success

September 2025

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Community Lettings Assistant. We are seeking a highly motivated and effective member of staff to join our Team.

We are a caring inclusive community school, committed to allowing our students and staff the opportunity to develop and prosper. The school is committed to being a safe environment, free from disruption, discrimination or intimidation, so that we can all learn and teach, and be happy. Specifically our key foundations for a successful education at Meole Brace Schools are 'Achievement, Respect and Community'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to recruitment@meole.co.uk by 30th September 2025 at 12 noon.

Yours sincerely,

Mary Pope
Acting Headteacher





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About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

Recent parent views

"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"

"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."

"I have two children who have been at Meole and cannot speak highly enough about the school."

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.



Community Lettings Assistant

You will be part of the Facilities team at Meole Brace School which is a friendly, dedicated and hardworking team. The site facilities comprise of:

- Sports Centre
- School Gym
- Main School Hall
- Drama Studios
- Specialist Classrooms
- Meeting Rooms
- 3G Astro (Brand new from October 2022)





Meole Brace School

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Advertisement—Community Lettings Assistant

Grade 3, SCP 4

£12.65 per hour

Saturday 8.30am to 12.30pm

Sunday 8.30am to 12.30pm

Term Time only

Required to start as soon as possible

At Meole Brace School we pride ourselves on our reputation as a successful and vibrant school with high expectations, and we welcome applications from individuals who share our ethos.

We are seeking to appoint two enthusiastic, hard working and reliable professionals to join our friendly, committed team. You must be reliable, hard working, be able to use your initiative, have good communication and organisational skills.

Visits to the school are welcomed; please contact Mrs Julie Richards, on 01743 235961, to arrange a visit.

Further information about the school and an application pack visit our website: www.meolebrace.com.

Completed application forms should be emailed to recruitment@meole.co.uk.

Closing date: 30th September 2025 @ 12 noon

Interview date: 7th October 2025

Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.

We are an equal opportunities employer and committed to diversity and gender equality in our hiring practices.

Meole Brace School
Longden Road
Shrewsbury SY3 9DW

01743 235961
admin@meole.co.uk
www.meolebrace.com





Meole Brace School

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Job Description – Community Lettings Assistant

Details of post

- ▶ Community Lettings Assistant
- ▶ School/ Federation/ Academy/Trust:
- ▶ Reporting to: Operations Manager
- ▶ Grade and SCP: Grade 3 (SCP 4)

The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.

All support staff posts are subject to the Asylum and Immigration requirements

Purpose of this post

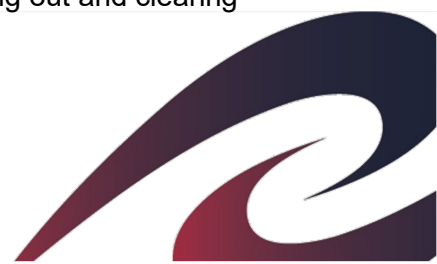
Under the direction of appropriate senior staff facilitate sports centre bookings and school lettings, ensuring they are appropriately serviced in accordance with the School's Letting Policy

To undertake opening / closing of the school and sports centre premises, preparing for and dealing with external users of the building during hire times, and ensure that the school is

Principal Duties and Responsibilities

Organisational

- ◆ Responsible for the supervision of the school facilities when lettings take place
- ◆ Responsible for the supervision of the sports centre during booked activities
- ◆ Lock / unlock the building and areas
- ◆ Undertake security checks and identify security risks
- ◆ Operate and respond to alarm systems where appropriate
- ◆ Operation of boilers for heating and hot water
- ◆ Carry out minor repairs to the school facilities
- ◆ Move furniture as requested eg, badminton courts/goals/hockey nets/setting out and clearing away equipment





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Job Description – Community Lettings Assistant

- ◆ Ensure any Health & Safety issues are reported to the Operations Manager
- ◆ Carry out emergency cleaning duties which may arise Carry out duties in polite, efficient and cheerful Manner
- ◆ Be responsible for the lettings phone during the letting in case of an emergency

1. Other Responsibilities

- ▶ Be aware of and comply with 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 support difference and ensure equal opportunities for all
- ▶ Contribute to the overall ethos/work/aims of the school
- ▶ Appreciate and support the role of other professionals
- ▶ Attend and participate in relevant meetings as required
- ▶ Participate in training and other learning activities and performance development as required

2. Safeguarding

- ▶ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Safeguarding JD for school staff.

3. Data Protection and other statutory responsibilities

- ▶ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures. This may include reference to the Shropshire Career Pathway Data Protection JD for school staff

4. Other duties

- ▶ Any other duties that the Headteacher, EHT/CEO/Governing Body/Trustees feel is 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

5. Review and Signatures

- ▶ 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





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Job Description – Community Lettings Assistant

Job Description and Person Specification agreed by:

Post holder:

Signed: **Date:**

Name of line manager: **Date:**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. Staff are required to comply with the Staff Code of Conduct.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition. This job description is current in September 2025, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the school in line with the School Improvement Plan.



The post is subject to:

- ◆ the terms and conditions set out in the 'Green Book' Local Government Terms and Conditions documentation.
- ◆ the other terms and conditions set out in the various national collective agreements in force from time to time;
- ◆ the Trust's terms and conditions including any local agreement entered into with the Trusts' forum (including recognised trade unions); - the conditions set out in the Job Description and in the letter of appointment.

Safer Recruitment

Our Trust is committed to safeguarding and promoting the welfare of children and young people within all Trust schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children in accordance with statutory guidance including 'Keeping Children Safe in Education'. To meet this responsibility, this includes a rigorous recruitment and selection process to discourage and screen out unsuitable applicants. Trust Job descriptions and persons specifications refer to safeguarding and child protection and that all posts are subject to a Disclosure and Barring Service certificate (DBS). All advertisements include our safeguarding statement and commitment. A Disclosure and Barring Service Enhances Certificate (DBS) with Barred List Check will be required for all appointed posts. The Trust will carry out other appropriate pre-employment checks. These include Qualifications and Status e.g. QTS, Prohibition check, EEA check, Section 128 Directive check, Disqualification under the Childcare Act 2006 check and an online check. A Fitness to work declaration will be required following appointment to ensure that a candidate has the health and physical capacity for the job. Further identity checks to determine identity and proof of eligibility to work in the UK. Inclusion on the Trust/school's Single Central Record (SCR).

Equal Opportunities

Our Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from all backgrounds. TrustEd Partnership takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community. TrustEd Partnership is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

General Data Protection

Regulation Our Trust is committed to ensuring that all employees privacy is protected. By signing a contract of employment, you will agree for TrustEd Partnership, and/or agents appointed by the Trust, to process your personal data, including "sensitive personal data" as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/ or administration, as well as, complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to our Trust. A full list of these organisations is available upon request.





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Person Specification – Community Lettings Assistant

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">♦ Good numeracy/literacy skills♦ First Aid Qualification	
Work or relevant experience		<ul style="list-style-type: none">♦ Experience in a similar post
Knowledge and understanding	<ul style="list-style-type: none">♦ Knowledge of moving and handling procedures♦ Knowledge of Health & Safety Procedures and precautions♦ Aware of health & hygiene procedures	<ul style="list-style-type: none">♦ Knowledge of COSHH regulations
Skills and Abilities (relevant to post)	<ul style="list-style-type: none">♦ Sufficiently fluent in spoken English to ensure effective performance in the role♦ Ability to relate well to children and adults♦ Good oral communication skills♦ Ability to undertake all the physical aspects of the post (moving equipment for the different lettings)	<ul style="list-style-type: none">♦ Ability to use ICT♦ Competent using Microsoft packages e.g. Outlook/Word♦ Ability to promote the Sports Centre and lettings facilities at Meole Brace School, including the use of Social Media♦ Ability to perform minor maintenance tasks
Personal Qualities	<ul style="list-style-type: none">♦ Ability to bring to the role, initiative, enthusiasm and commitment♦ Flexibility and reliability♦ Evidence of working well as part of a team♦ Ability to maintain confidentiality♦ Willingness to develop skills with further further training	
Special Conditions	<ul style="list-style-type: none">♦ Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check	

