



# Nobel

**Lettings Duty Officer – Bank Staff**

**Salary: H1.2 (£7.89 per hour) rising to £15 per hour for some specific duties**

**Required: ASAP**



Dear Applicant

Thank you for your interest in this vacancy. The Nobel School is a very exciting and vibrant secondary school with 1440 on roll, covering the full age and ability range, the majority of whom continue their education into our flourishing sixth form. Our recent rebuilding programme means that we have a 'state of the art' £38 million 21st century school. Furthermore, our most recent Ofsted report confirmed that the school is now good in all categories; this is an exciting time to join our school as we push to be outstanding.

We are looking for a Duty Officer for our Lettings Department who would be prepared to cover weekend and evening shifts on a regular and rota basis. There will also be overtime available to cover staff absence.

You should be a talented administrator with some ICT skills, a passion for sport/fitness and ideally a Level 3 Fitness or coaching qualification. Applicants with a Level 2 qualification that aspire to gain their Level 3 may apply - a contribution towards their Level 3 qualification may be considered for the right applicant. Once qualified to Level 3, the successful candidate will be expected to undertake inductions or group training with existing customers at a higher rate of pay. Otherwise, the Duty Assistant will:

- Act as a front line representative of the lettings function ensuring all users enjoy their experience of using the school facilities.
- Set up and clear away equipment after each event / booking.
- Ensure facilities and equipment are being utilised correctly and dealing with any misuse or damage caused by hirers.
- Run customer inductions.
- Ensure the health and safety of all users whilst on site.
- Build excellent relationships with individual users and clubs, coping sensitively with the difficulties which arise.
- Display good communication skills.
- Demonstrable experience in a sports / leisure role.
- Flexibility to hours worked.
- Carry out any other duties related to the lettings function.

If you would like to visit Nobel or have any queries about this post please contact Mrs Chantal Coakes (HR@nobel.herts.sch.uk), otherwise, I look forward to receiving your application on the enclosed application form, together with your covering letter.

Yours sincerely

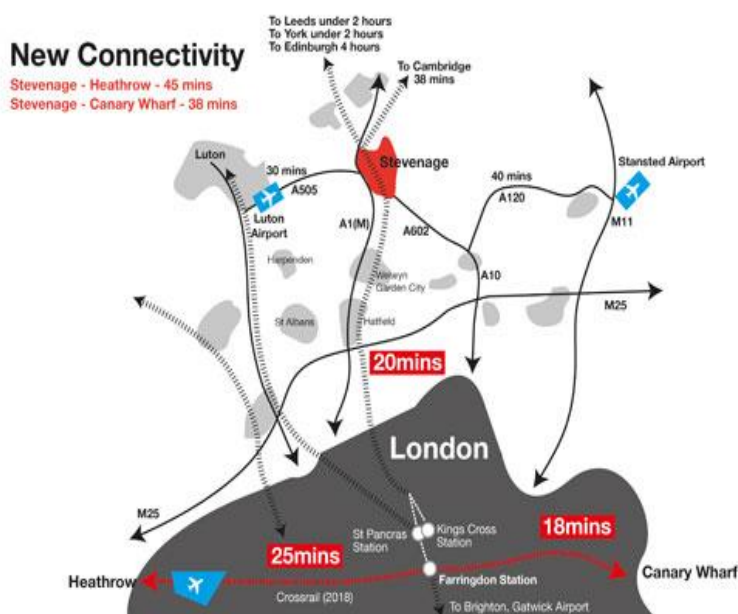


**Martyn Henson**  
**Headteacher**



## Why you should choose Nobel

The Nobel School is located in Stevenage, a town and borough in Hertfordshire, England, situated on the A1 between Letchworth Garden City to the north and Welwyn Garden City to the south. Just 20 minutes from London via train, a 40 minute drive from Cambridge with nearby airports just 20 minutes away (Luton) and 40 minutes away (Stansted), Stevenage has excellent transport links to London and the rest of the country. Stevenage Old Town has a village feel with historic buildings, cafes, coffee shops, restaurants and coaching inns and is lively in the evenings and weekends (for more information, see <http://www.stevenage.gov.uk/regeneration/131675/>).



## Staff well-being

- Our recent rebuilding programme means that we have a 'state of the art' £38 million 21st century school with outstanding facilities (<http://thenobelschool.org/venues/school-facilities/>).
- Our Governing Body comprises professional people from business, finance and education (<http://thenobelschool.org/about-the-school/governors/>). Our Governors have both general and specialist roles in supporting the school and are very active backers of the leadership, staff and students. Additionally, the school has well-established and very close community links, with strong parental support.
- Free, onsite parking for all staff.
- We have superb sports facilities that include a large sports hall, a gymnasium, a dance studio, AstroTurf, a climbing wall, a multi-use games areas and the trim trail. In addition to these facilities, we have a fitness centre available for use by staff for free until 6pm (<http://thenobelschool.org/venues/fitness-suite/>).
- VDU and eye tests as appropriate.

## **Our 2014 Ofsted inspection accurately reflects where we are as a school:**

- *Behaviour in and around the school is exemplary.*
- *The school has successfully promoted a happy atmosphere.*
- *The staff and the governing body are united and determined in making the school better.*
- *The progress of students across the school, in English, mathematics and a range of other subjects, is now improving rapidly. This is mainly because of consistently good or better teaching.*
- *Under the strong and decisive leadership of the headteacher, students' achievements are sharply rising.*

Our prospectus is available on our website (<http://thenobelschool.org/>) and you can find out still more about our lovely school at the following links: <https://www.facebook.com/nobelschooluk> and <https://twitter.com/nobelschooluk>

### **Next steps**

Please complete our application form overleaf. All applications should be made through the relevant recruitment website, or may be sent electronically to [HR@nobel.herts.sch.uk](mailto:HR@nobel.herts.sch.uk)  
**Prospective candidates are encouraged to submit their applications as soon as possible as the school reserves the right to close the advert should we feel able to appoint an appropriate candidate.**

The Nobel School is committed to safeguarding the welfare of all of its students and staff. The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to satisfactory recruitment checks, including an enhanced DBS check and satisfactory references. We welcome applications from all suitably qualified individuals regardless of age, gender, ethnicity or religion.

**Please note that we do not accept CVs in place of application forms.**

Interview date(s) to be arranged.

**Person Specification: Lettings Duty Officer (bank staff)**

ESSENTIAL	DESIRABLE
SKILLS AND ABILITIES	
Good standard of education and good written skills.	Experience of working in a leisure, fitness or school setting.
Good problem solving skills.	
Good communications skills with an ability to maintain a warm and positive approach to all hirers and staff.	
Good organisation skills.	
Reliable and efficient.	
Works well under pressure.	
Able to work as part of a team, take direction, work on own initiative and also be very proactive.	
Excellent interpersonal skills, approachable, patient.	
Good time management skills.	
Ability to be flexible.	
Good ICT skills.	
Level 3 fitness/coaching qualification or Level 2 fitness/coaching qualification plus desire to gain Level 3 fitness/coaching qualification.	
Willingness to work at heights.	
Awareness of health and safety at work procedures.	
Ability to lift or carry heavy objects.	
Ability to work with a minimum of supervision.	
EXPERIENCE & KNOWLEDGE	
Knowledge of health and safety or willingness to attend training.	Experience of working in a leisure or fitness centre/sports environment.
Interest in sport and working in a leisure, fitness/sports centre or school environment.	Experience of caretaking and/or maintenance/handyman work.
CHILD PROTECTION	
Is aware of and able to identify safeguarding approaches.	Has received safeguarding training or is willing to attend training.



## Job Description:

Job title	Lettings Duty Officer, Bank Staff
Publication date	December 2016
Postholder's signature	
Authorising officer's signature	
Reviewer	DCE
Review date	December 2016
Status	Generic
Salary	H1.2 rising to £15 per hour for some specific duties

## Purpose

Nobel Sports Centre provides sports and health and fitness activities to pupils, staff and the wider community. The purpose of this post is to ensure the varied activities which are held within the centre run smoothly and effectively for all of the users. The successful candidate will be responsible for making sure the Sports Centre is always a clean and safe environment for all users. It is anticipated that the content of the role will evolve and change over time and as such the balance of duties within the job description may change within the broad remit of the post.

This job description sets out the main duties of the post at the date when it was completed although it does not include or define all tasks which the post holder may be expected to carry out. The duties may vary from time to time without changing the nature of the post or the level of responsibility and the post holder may also be required to carry out any other duties appropriate to the grading of the post.

## SHARED RESPONSIBILITIES AS A MEMBER OF THE LETTINGS TEAM

- Reporting to the Lettings Manager, you will be designated to carry out various tasks both on a regular and as needed basis, to help ensure the smooth running of the Sports Centre and hire facility.
- Lettings officers will be required to play a full part in shadowing each other's role so that, in the event of staff absence and at times of pressure, roles can be interchanged flexibly.
- Contribute to the development of administration and other procedures, as directed by the Lettings Manager, that are conducive to efficient and effective operation and supportive of the core purpose of the school.
- Carry out fitness inductions and group training if level 3 fitness or coach qualified – enhanced rate of pay for these activities.
- Support other members of the team in the fulfillment of their responsibilities.

## **EQUALITIES**

Be aware of and support difference and ensure that the school's equalities and diversities and diversity policies are followed.

## **HEALTH AND SAFETY**

Be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

## **DISCLOSURE AND BARRING SERVICE**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

## **ADDITIONAL INFORMATION**

The jobholder is required to contribute to and support the overall aims and ethos of the school. All staff are required to participate in training and other learning activities, in performance management and developments as required by the school's policies and procedures.

Job competency and training needs are assessed and supported through the performance management cycle.

## **CONDITIONS OF EMPLOYMENT**

The Conditions of Employment for support staff are set out in the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service.

## **NOTES**

This post is a variable hours contract. The precise times worked are subject to agreement with the Lettings Manager/School Business Manager.

Hertfordshire County Council

Job Application Form  
(Support Staff in Schools)

Hertfordshire County Council

Job Application Form  
(Support Staff in Schools)

Post Applied for: \_\_\_\_\_ at: \_\_\_\_\_  
School \_\_\_\_\_

Post Applied for: \_\_\_\_\_ at: \_\_\_\_\_  
School \_\_\_\_\_

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry). **All sections must be completed.**

**For guidance on completing this form, please look at the Guidance Notes – Support Staff document**

**PERSONAL DETAILS (block capitals please)**

Surname/Family Name:		Preferred Title:	
First Name(s):		Previous Surname:	
Home Address:			
		Email:	
		Telephone (Home)	
		Telephone (Work)	
Post Code:		Telephone (Mobile)	
CURRENT OR MOST RECENT EMPLOYMENT			
Employer's Name:			
Department/Section:			
Address:			
Job Held:		Grade:	Salary:
Date Started:		Are you still employed?	Yes/No.
If YES, amount of notice required		or, if NO, the date employment ended:	
Brief description of the main duties of your job:			



**PREVIOUS EMPLOYMENT DETAILS**

Please list all your previous jobs with dates to the nearest month starting with the most recent. (You should include all periods of work experience, work placements or voluntary work and periods when you were not in employment)

From	To	Name and Address of Employer	Job Title	Reason for Leaving

**EDUCATION/QUALIFICATIONS**

Please give details of your education including any professional qualifications, starting with the most recent attained

Dates Attended From / To	Name(s) and Address(es) of Secondary School/College/ University or other	Qualifications gained (State:level/grade/date achieved)

**LEISURE INTERESTS**

Please state briefly what your main leisure interests are, particularly where these are relevant to the work for which you are applying.

MEMBERSHIP OF PROFESSIONAL BODIES		
Name of Institute/Professional Body	Current Level of Membership (e.g. corporate)	Membership Number
Please give details of your involvement with these bodies (e.g. attendance at meetings)		

TRAINING AND DEVELOPMENT
Please include details of any training (e.g. courses, seminars) and development (special projects, personal development courses) relevant to your application. Also include how you keep your job skills up to date.

## REFERENCES

Please give the names, addresses and status of two referees who may be approached now, **one of whom must be your present or most recent employer. References from friends or relatives are not acceptable.**

<b>1) Name:</b>	<b>Status:</b>
<b>Address:</b>	
:	
<b>Telephone:</b>	
<b>Email address:</b>	
<b>2) Name:</b>	<b>Status:</b>
<b>Address:</b>	
<b>Telephone:</b>	
<b>Email address:</b>	

If you are known to the referees by another name (e.g. previous name) please inform them of your present name and advise that we may be in contact.

<b>From what source did you learn of this vacancy?</b>	
<b>Are you a relative or partner of any employee or governor of the School?</b>	Yes/No
<b>If yes, please give details:</b> .....	
<b>Has someone else completed this form on your behalf?</b>	Yes/No
<b>If yes, please provide the person's name and an explanation:</b>	

**CRIMINAL RECORDS CHECK - DISCLOSURE & BARRING SERVICE (DBS)**

From 1<sup>st</sup> December 2012, the Criminal Records Bureau (CRB) will merge with the Independent Safeguarding Authority (ISA) to form the Disclosure & Barring Service (DBS) and new disclosure certificates received by the Council will be branded DBS. If you are appointed, you will be required to complete a disclosure application that will be sent to the DBS. The DBS will provide a report to you and to the local authority on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

**THE IMMIGRATION, ASYLUM AND NATIONALITY ACT 2006**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK

**DECLARATION**

I certify that the information given above and overleaf is correct to the best of my knowledge.

I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in UK, medical checks and relevant qualifications.

I give consent for personal information provided as part of this application to be held in accordance with the Data Protection Act 1988.

I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

**Signature:**

**Date:**

In the interests of economy, receipt of this application may not be acknowledged unless specifically requested (in which case please enclose S.A.E)

**YOU NOW NEED TO COMPLETE THE  
PERSON SPECIFICATION FORM****Hertfordshire County Council  
Person Specification Form**

<b>Name:</b>	
<b>Job Title:</b>	
<b>School:</b>	

**PLEASE COMPLETE IN BLACK TO FACILITATE PHOTOCOPYING**

You are requested to complete this form (using supplementary sheets if there is insufficient space for any entry)

- It is essential that you complete and return this form
- This form is your chance to show us how well you can do this job
- Remember just saying you can do it is not enough; we need an example.
- You can use examples from work, school, college, hobbies, voluntary work or daily life.

**Example:** Ability to prioritise workload

In my current job I plan my work on a daily basis but adjust it when an urgent query or problem arises, e.g. when another team member unexpectedly calls in sick. I always raise any urgent issues with my manager.

## SKILLS AND ABILITIES

## EXPERIENCE

## KNOWLEDGE

Please note that if you are invited to interview, you will be asked about the boundaries between adults and children in a school.

Signed :

Date: