




Blessed Thomas Holford Catholic College

May God's love be our guide 

## **Lettings Coordinator Required as soon as possible**

**To work 36.25 hours per week, full year  
Monday – Friday 2:30pm-10:15pm including a 30 minute unpaid break**

**Band 3: SCP 6-11, £25,989 - £28,142 per year**

Are you an organised, proactive, and customer-focused individual looking to make a difference in a thriving secondary school community? Blessed Thomas Holford Catholic College is seeking a Lettings Coordinator to join our dedicated team.

As our Lettings Coordinator, you will play a vital role in supporting the PE Department, Sports Academy, and the wider college site. You will provide technical support for PE lessons, manage and maintain sports equipment and kit, support fixtures and tournaments, and ensure our facilities are safe, clean, and ready for use. In addition, you'll be the first point of contact for external bookings, helping to prepare facilities and provide a welcoming environment for our community users.

### **Key responsibilities include:**

- Setting up and maintaining sports equipment and facilities
- Providing operational support within the Sports Academy, including meet & greet and booking management
- Washing and organising sports kits
- Supporting fixtures, tournaments, and events
- Assisting with routine cleaning, low-level maintenance, and display upkeep
- Monitoring health & safety across the site
- Working flexibly as part of the site team

### **What we're looking for:**

- Strong organisational and communication skills
- Experience in a school, leisure, or customer service environment (desirable)
- Ability to work both independently and as part of a team
- Commitment to safeguarding and promoting the welfare of children

### **Why join us?**

- Be part of a supportive and friendly team in a vibrant school community
- Opportunities for professional development and training
- The chance to make a real difference to our pupils and wider community
- 26 days annual holiday plus bank holidays rising to 31 days after five years service

### **To Apply:**

The job description and application forms are available on the college website:  
<https://www.bthcc.org.uk/vacancies>

All applications should be made using the CES application form

Completed application forms should be sent to: [recruitment@bthcc.org](mailto:recruitment@bthcc.org)

**Closing date for applications is: 9.00 am, on Tuesday 21<sup>st</sup> of April 2026**

*Our college is committed to safeguarding and promoting the welfare of children and young people and we expect all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education (KCSIE) on line/social media checks may be undertaken for shortlisted applicants. An enhanced Disclosure and Barring Service (DBS) disclosure will be sought, along with other relevant pre-employment clearances, for the successful applicant.*



## Job Description

<b>Job Title:</b>	<b>Lettings Coordinator</b>
<b>Hours:</b>	<b>36.25 per week, full year</b> <b>Monday to Friday – 2.30pm-10.15pm with 30 minutes unpaid break</b>
<b>Responsible to:</b>	<b>Head of PE (for PE Technician duties) / Sports Academy Manager / Site Manager</b>
<b>Salary:</b>	<b>Band 3, SCP 6-11</b>

### Main Purpose of the Job:

To provide high-quality support across the PE Department, Sports Academy and wider college site. The role combines technical support for PE lessons, operational duties within the Sports Academy, and general site support to ensure the school remains safe, clean and ready for events and daily use.

### 1. PE Technician Duties

(Reporting to the Head of Department)

- Support PE staff with lesson preparation and resource requests.
- Set up, organise and put away equipment for PE lessons, clubs and fixtures.
- Maintain all sports equipment, ensuring it is safe, clean and fit for use.
- Assist in the upkeep of PE teaching spaces, storage areas and outdoor facilities.
- Wash and manage PE kits, bibs and teamwear as required.
- Keep departmental displays and fixtures boards up to date.
- Support with the organisation of sports fixtures, events and tournaments.
- Ensure equipment is stored correctly and report any damage or replacements needed.

### 2. Leisure Operative Duties

(Working within the Sports facilities and reporting to Sports Facilities Manager)

- Provide a high-quality, customer-focused service to all users of the Sports Academy, MUGA, Sports Hall and Gym.
- Meet and greet visitors, teams and community bookings, ensuring a professional and welcoming experience.
- Prepare facilities and equipment ahead of bookings, ensuring everything is ready and safe to use.
- Carry out routine cleaning duties to maintain high standards of hygiene and presentation.
- Ensure all areas are free from rubbish and hazards.
- Monitor the condition of facilities and report any issues promptly.
- Support the smooth running of the Sports facilities bookings.

### 3. Site Support Duties

(Working with the Site Team)

- Assist with the set-up of rooms, halls and outdoor areas ahead of school events, meetings and activities.
- Support with the take-down and clearing of spaces after events.
- Carry out low-level maintenance tasks such as basic repairs, painting and minor DIY.
- Help ensure the school site remains clean, safe and well-presented at all times.
- Work flexibly across the site team when additional support is required.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<p><b>Education/Qualifications/Training</b></p> <ul style="list-style-type: none"> <li>• Good standard of literacy, numeracy and IT skills</li> <li>• Leisure based qualification eg fitness instructor</li> <li>• First Aid qualification</li> </ul>	E	D D
<p><b>Knowledge/Understanding/Experience</b></p> <ul style="list-style-type: none"> <li>• Knowledge and understanding of health &amp; safety issues</li> <li>• Experience of working in a sports centre environment</li> <li>• Knowledge and understanding of the leisure industry</li> <li>• Experience of a customer focussed business environment</li> </ul>	E	D D D
<p><b>Personal skills and abilities</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate verbally to a high degree of accuracy</li> <li>• Strong organisational skills</li> <li>• Ability to deal with both difficult and sensitive situations from time to time</li> <li>• Ability to work on own initiative as well as part of a team Ability to react to potentially hazardous situations and prevent an accident or serious incident</li> <li>• An understanding of the standards of presentation expected by customers throughout the Sports Academy</li> <li>• Ability to meet timescales when setting up equipment</li> <li>• Calm under pressure and resilient</li> <li>• Reflective practice</li> <li>• Firm commitment to the school and its ethos</li> <li>• Reliable and punctual</li> <li>• Positive, proactive attitude</li> <li>• Flexible and willing to support across different areas</li> <li>• Commitment to maintaining high standards of cleanliness and safety</li> <li>• Practical skills and willingness to undertake physical tasks</li> <li>• Ability to use booking systems or basic ICT confidently</li> </ul>	All E	