



THE REACH FREE SCHOOL



Lettings Administrator

Candidate Pack

Opportunity through community

Dear candidate,

Thank you for expressing an interest in this position. The Reach Free School is at an exciting time in its development as we celebrated our tenth anniversary in 2023. Academic achievement, our school community, and a love of learning are key to this school's ethos, and we take great pride in knowing all of our pupils and their strengths, goals, and passions. Everywhere you turn in this school, pupils and staff work together to achieve the very best. We have used the last twelve months to reflect on everything achieved in the previous ten years and look forward to what the future holds for the school.



The school was inspected by Ofsted in October 2024, who confirmed that effective action had been taken to maintain the standards identified at the previous inspection. As such, the school has elements that are outstanding and some that are good. Attracting the very best staff is the most effective way to continue our development, which is important for us as we enter the next chapter in the school's history.

Our GCSE and A Level results are strong, and we are firmly established in our purpose-built school, ensuring that future generations of young people have access to modern educational facilities right in the heart of their community.

If you are passionate about contributing to our unique school, then we look forward to receiving your application.

Richard Booth
Headteacher

The School

The Reach Free School is an 11- to 18-year-old school in Rickmansworth that serves pupils of all backgrounds and abilities. It was opened in September 2013 by teachers and local parents in response to a significant demand for more secondary school places in the area.

All involved with the school have high aspirations for our pupils and high expectations of them. As such, we expect all pupils to:



- Commit their best efforts to all that they do
- Support each other to achieve their potential
- Work with their teachers to exceed their goals
- Demonstrate exemplary behaviour in all that they do
- Take pride in their school and its community within its walls and beyond
- Enjoy learning

The Reach Free School plays an active role in the community, working with local businesses, supporting local events and providing a hub for local services. Pupils are involved in the school's wider responsibilities, developing leadership and decision-making skills, communication and collaboration and independent, self-led learning.

A sense of purpose and responsibility pervades lessons and activities at The Reach Free School, and our pupils recognise their responsibilities as members of the community. This underpins The Reach Free School's ethos; Achievement, Community, Enjoyment – ACE.

The Ethos of the School

The Reach Free School's ethos and curriculum are designed, first and foremost, to meet the needs of the young people in the local area. The core of our ethos is to personalise the education of every pupil so that they can maximise their potential and realise their dreams and aspirations.

We believe in the following principles:

Achievement – Realised through recognising the individual needs of every learner

Community – Embracing, utilising and supporting the local community for the benefit of all learners and building partnerships to support teaching and learning

Enjoyment – A commitment to innovative practice and the application of technology to develop enthusiasm for learning

Features of The Reach Free School

A Smaller School – With 750 pupils, The Reach Free School is a close-knit environment, ensuring a strong sense of community.

Modern facilities - In September 2018, the school moved to its £19 million new home with first-class facilities throughout.

'Outstanding' Judgements - In February 2019 the school was inspected by Ofsted and received outstanding judgements for the 'Effectiveness of leadership and management' and 'Personal development, behaviour and welfare'. There were many strengths of the school identified in the inspection, not least the "excellent relationships between staff and pupils..." and "behaviour around the school is exemplary".

Transition – From September 2023, we have reverted to four classes in year 7, having taken an additional form of entry in 2022. Each year 7 class benefits from their own Home Room and a dedicated Assistant Teacher for the first year. This Assistant Teacher is the form tutor for this class, and supports learning in a range of subjects for their pupils. Together these ease the transition from primary to secondary school for the children and help us to understand each child as an individual.

Focus on English and Mathematics – The school focuses on English and Mathematics, the building blocks for success in other subjects. Literacy and mathematics pervade teaching and learning at the school and all teachers play a role in developing pupils' skills in these areas.

Reach Beyond – This is the school's all-encompassing wider curriculum, which includes a reading programme for key stage 3, a targeted academic support programme from year 10, our REACH Time PSHE programme and community projects, where pupils work together on local projects. Reach Beyond helps to develop our pupils as creative, confident and proactive individuals. At Sixth Form, we have a Reach Out programme for students as they prepare for life beyond school.

Technology Rich – All pupils are provided with a school device, and teachers are encouraged to use the latest technology to teach creatively.

Expectations

At The Reach Free School, we expect our staff to:

- Approach their role with enthusiasm and dedication
- Be committed to securing the best outcomes for the school
- Have a passion for education and be open to innovative approaches in everyday aspects of school life
- Lead their areas of responsibility and support the premises team, as required
- Be well organised and have excellent communication skills
- Be flexible in their approach to work, adapting to new challenges

In return, we will offer you:

- A happy and supportive working environment with high expectations and standards
- Access to the latest technology to assist in your role
- Competitive salaries based on skills and experience
- A network of outstanding practitioners to collaborate with and learn from
- Free Parking
- A BUPA cash plan to contribute to medical care



Job Description

Job Title:	Lettings Administrator
Reports to:	Admin and Finance Manager
Hourly Rate:	£12.66 per hour
Start Date:	Early 2025

Overall Responsibilities:

As a Lettings Administrator, you will play a vital role in ensuring the smooth and safe running of our school facilities during external bookings. You will be responsible for maintaining a welcoming and professional environment for all users while upholding the school's Community Use policy and standards. The role includes administrative tasks to support the efficient operation of the lettings process, as well as supporting the site staff with setting up and taking down the equipment used for lettings.

Main duties

The Lettings Administrator will:

- Promote the school's facilities to the local and wider community, actively seeking new business opportunities.
- Be the first point of contact for lettings enquires.
- Manage the lettings email account, calendar, phonenumber and software, responding to queries promptly and identifying lettings opportunities that support the school's strategic objectives.
- Work with the premises team to ensure the efficient and effective running of the school site out-of-hours.
- Provide excellent customer service, including ensuring lettings agreements are in place.
- Be a designated key holder and be responsible for unlocking and locking the school premises.
- Operate the school's security systems and the floodlights on the all-weather pitch.
- Ensure there is no unauthorised access during hire periods.
- Respond to emergencies affecting the school premises.
- Set up and dismantle furniture and equipment, and organise resources to facilitate lettings, ensuring the school is restored to normal operation.
- Ensure any Health and Safety legislation is adhered to at all times, and any issues are reported immediately.
- Perform necessary cleaning duties in response to urgent situations or unexpected events.
- Ensure that all school entrances are safe and accessible at all times, including during adverse weather conditions.

Wider Responsibilities

The Letting Administrator will:

- Cover for absent colleagues, as necessary
- Agree to an Enhanced DBS check being carried out
- Carry out other tasks commensurate with their position, as directed by the Admin and Finance Manager or Senior Leadership Team

Job context

The school welcomes individuals of a high professional standard and shares the responsibility with each member of staff for continual review and the development of expertise.

All members of staff make a valuable contribution to the school's development and, therefore, to the progress of all pupils.

The Academy Trust will endeavour to make any necessary, reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

Review of Duties

The specific duties attached to any individual member of staff are subject to annual review and may be changed after discussion with the employee.

Hours

The specific hours for the Lettings Administrator are:

8.00am to 4.15pm - One day per week (Monday to Friday to be arranged at interview)

8.00am to 4.15pm - Saturdays (Hours could extend depending on lettings onsite)

There will also be the opportunity for additional overtime on Sundays or during periods of annual leave for other staff, with the hours depending on lettings onsite. This will be paid at the standard hourly rate.

Person specification

	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none">● GCSE Maths and English (grade A*-C) or equivalent● Education to A-Level● Right to work in the UK	<ul style="list-style-type: none">● Full UK driving licence
Personal Characteristics	<ul style="list-style-type: none">● Strong communication and people skills● Ability to build rapport with clients● Helpful, positive and calm nature● Ability to follow instructions but make good judgements and lead when required	

	Essential	Desirable
Knowledge, skills and experience	<ul style="list-style-type: none"> • Ability to solve problems and make decisions • Ability to use initiative to pre-empt further issues • Willingness to learn new systems and establish new procedures • Ability to work collaboratively • Able to communicate with a wide range of audiences, both verbally and in writing • Commitment to The Reach Free School's core values of achievement, community, and enjoyment (ACE) • Good numeracy and literacy skills • Confident and competent use of ICT • Ability to prioritise effectively 	
Other qualities	<ul style="list-style-type: none"> • Awareness of health and safety requirements related to the role • A flexible approach to working patterns and expectations, understanding the evolving nature of the school and role • A desire to succeed in all aspects of the job • A commitment to the promotion of health, safety and safeguarding of children 	

How to apply

Completed application forms, along with recruitment monitoring forms, should be submitted in one of the following ways:

Electronically to:	Mrs Keri McKay, HR Officer, kmckay@reachfree.co.uk
By post to:	The Reach Free School Long Lane Rickmansworth Hertfordshire WD3 8AB

Once your application has been received, it will be acknowledged by email.

If submitting your application electronically, please save your form with your name at the beginning of the file name.

In compliance with Safer Recruitment guidelines, CVs will not be accepted.

Potential candidates may contact The Reach Free School with any questions on 01923 711517 or via email at kmckay@reachfree.co.uk.

The Reach Free School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In accordance with our Safer Recruitment Policy, we are only able to process applications with a fully completed application form. The successful applicant must obtain DBS clearance at enhanced level. The school will also carry out a prohibition from teaching check and in-depth online checks. Non-disclosure may lead to termination of your employment.



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