



# THE URSULINE ACADEMY ILFORD

*A Catholic Secondary School for Girls Aged 11-19 in the Diocese of Brentwood*



## MISSION STATEMENT:

***The Ursuline Academy Ilford is a Catholic community of faith, love, kindness and service. Guided by Gospel values and the Holy Spirit, we strive to create an inclusive environment where everyone in our diverse community can reach their full potential in all their endeavours.***

***Our young women are inspired by the witness of St Angela and the vibrant school community, whose motto 'SERVIAM'- I will serve, empowers us all to play our full part in society.***

## LETTINGS ASSISTANT

**May 2025**



## WELCOME FROM THE HEADTEACHER



The Ursuline Academy Ilford is a four-form entry Catholic comprehensive school for girls aged 11-19, serving students who are supportive of and fully committed to the Catholic ethos of the school. Students who come here, join a community that is committed to success

The school was founded by the Ursuline Order in 1903 and has been providing high quality education and pastoral care ever since. The school has a strong sense of community underpinned by Gospel values. Visitors regularly remark on the purposeful working atmosphere in which all are expected to do their best. We have an inclusive and community-focused ethos of which we are very proud. Our pupils are welcoming, engaging and articulate. They are ambitious for the school and for their own life beyond it. Consequently, students' behaviour for learning is exemplary.

Governors and staff at the school commit themselves to:

- Recognising the value and uniqueness of every student we teach
- Ensuring that the school is a safe place to be and one where the interests of justice are served
- Creating a community which is inclusive, one whose basis is mutual respect and equality
- Maintaining the long tradition of trust, cooperation and courtesy
- Generating good order and discipline based on sound relationships between staff, students, parents and carers
- Nurturing the religious and intellectual lives of our students through curricular and extra-curricular activities
- Inviting parents and carers to play an active role in their daughter's development, academically, spiritually and morally.

I am delighted you are interested in our school and hope this gives you some insight into who we are and what we stand for.

Fiona A Stone  
Headteacher



# THE URSULINE ACADEMY ILFORD

## Lettings Assistant

From: as soon as possible

Working pattern: Casual

Salary: £13.00 per hour (*plus holiday pay*)

We are seeking to appoint a highly motivated, enthusiastic and hard-working colleague to act as Key Holder during external lettings in the evenings and weekends.

As the first point of contact for Hirers, the post holder will provide access to the site and remain the point of contact for the Hirers during a Letting. The post holder will maintain security of the site and act as fire warden.

A flexible attitude to work is essential.

### HOW TO APPLY

Application Form is available to download from [www.uai.org.uk/vacancies](http://www.uai.org.uk/vacancies).

Please return your completed application form via email to: [applications@uai.org.uk](mailto:applications@uai.org.uk)

Visits can be arranged by appointment please contact our HR Officer for details.

Short-listing for the position will take place following the closing date and references will be taken up prior to interview. The Academy is committed to safeguarding and promoting the welfare of children. To ensure that this is achieved we expect all employees to share this commitment and staff will be recruited and selected in line with Safer Recruitment Policy and practice. The successful applicant will undertake an enhanced DBS check.

***Please note we are unable to accept CVs.***

**Closing Date:** Friday 6<sup>th</sup> June 2025 at 12pm

**Interview Date:** w/c Monday 9<sup>th</sup> June 2025



## **JOB DESCRIPTION**

### **CASUAL LETTINGS ASSISTANT**

**REPORTING TO:** Facilities Manager, Senior Leadership Team  
**LIAISING WITH:** Teaching and Support Staff and others as required

#### **Key Responsibilities:**

- ◆ To have 'Key holding' responsibilities during Lettings, which includes unlocking and locking windows, gates and doors around the site at required times.
- ◆ To ensure activities of each event are compliant with the Lettings policy.
- ◆ To maintain security of the site during and after events. This includes managing all security and setting and unsetting alarm system.
- ◆ To act as a fire warden in case of an emergency. Assist with Fire Drills.
- ◆ If appropriate, to make available School equipment to hirers.
- ◆ To inspect the area and any equipment following an event to ensure facilities are returned to normal and clean, liaise with the hirer regarding any issues.

#### **Health & Safety**

Ensure duties are carried out in accordance with school-based policies and health and safety procedures. This includes manual handling and understanding lone work restrictions.

To comply with individual responsibilities in accordance with the role of Health and Safety in the workplace.

- ◆ To assist the Academy in carrying out the above duties you will be required to attend regular mandatory and site-specific training sessions as seen appropriate by the Facilities Manager.
- ◆ You are required to report any issues or concerns to the Facilities Manager immediately.

#### **DECLARATION**

I have read the job description and agree to all the terms and conditions set out. I also agree to comply with all Academy Policies, Child Protection /Safeguarding and Health & Safety regulations. I further understand that the above does not constitute an exhaustive list and I agree to undertake any reasonable request made of me by the Headteacher or Deputy Headteacher acting on his/her behalf.

Signature:

Date:



**PERSON SPECIFICATION  
CASUAL LETTINGS ASSISTANT**

<b>L = Assessed by Application</b>	<b>I = Assessed at Interview</b>	<b>R = Assessed by Reference</b>	<b>E = Essential D = Desirable</b>
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**JOB REQUIREMENTS:**

Ability to work as part of a team	L	I	R	E
Good communication skills	L	I	R	E
Positive “can do” attitude to problem solving	L	I	R	E
Willingness to work flexibly according to the needs of the Academy	L	I		E

**SAFEGUARDING:**

Commitment to Equal Opportunities	L	I		E
Understanding the importance of safeguarding in your role	L	I	R	E
The ability to form and maintain appropriate relationships and observe personal and professional boundaries with students/young people	L	I	R	E