



Lettings Facilitator

The Skills for Life Trust

Required asap

**Casual contract (as and when required)
Salary: NJC Grade D2 points 4 to 11
(£9.81 to £11.27 per hour)**

The Skills for Life Trust, currently comprises two secondary academies and three primary academies: Greenacre Academy, Walderslade Girls' School, Warren Wood Primary Academy, Hilltop Primary Academy and Chantry Community Academy.

We are seeking appoint additional Lettings Facilitators to expand our existing team to support lettings across the Trust. The successful applicants will be highly motivated with a positive and proactive approach in taking care of our premises and visitors. They will oversee the lettings of premises during the hiring for sports and events, ensuring visitors' needs are met and the premises are secured at the end of each letting.

It would be desirable for the successful candidate to have their own transport as some travel may be required between our sites based in Chatham, Rochester and Gravesend.

The Skills for Life Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced disclosure from the Disclosure and Barring Service (DBS Check) and the receipt of two satisfactory references.

www.sflt.org.uk