



Watling Academy

Barrosa Way, Whitehouse, Milton Keynes, MK8 1EP

hr@thedenbighalliance.org.uk

Lettings Facilitator (Saturdays)
£25,183 FTE, £5445 actual salary
Part Time/Permanent
Start date: 12/04/2025

About our School:

Watling Academy is an Ofsted 'Outstanding' secondary school situated on the western edge of Milton Keynes, encompassing the Whitehouse and Fairfields developments. Opening in September 2020, our school is a new and vibrant learning community for students aged 11-18. We are excited to open the Watling Academy Sixth Form to our first cohort of Year 12 students from September 2025, which will provide further educational opportunities. Our core values of Respect, Responsibility and Kindness embody the 'Watling Way' and are integral to the way we interact, learn and grow together as a community.

For more information about our school, please explore our website: www.watling.academy

About the Role:

8 hours per week

8am – 4:30pm, Saturdays only

Salary: £25,183 FTE

Actual Salary: £5,445 p.a.

Watling Academy is looking for a friendly and reliable individual to join our team as a Lettings Facilitator on Saturdays. This role is key in ensuring the smooth running of our out-of-hours lettings and combines customer service, admin tasks and light site duties. You will be the welcoming face

of the Academy for external hirers and will help maintain a safe, clean, and well-prepared environment for all weekend users of the school's facilities.

As the Lettings Facilitator, you will play a vital role in ensuring that external users of our facilities feel welcomed and supported. You'll be responsible for preparing and clearing rooms and equipment before and after lettings, assisting with the changeover of spaces between hirers and ensuring all bookings are adhered to. You'll also manage the security of the site, locking up and setting the alarm at the end of the day. Throughout your shift, you will be on hand to address any questions or issues that hirers may have, reporting concerns to the Estates and Health & Safety Manager when necessary.

Closing date for applications: 21/03/2025

Alternatively, you can apply here: <https://mynewterm.com/jobs/147860/EDV-2025-WA-63498>