****

**ST THOMAS MORE RC COLLEGE**

**Town Lane**

**Denton  
Manchester M34 6AF**

**Tel: 0161 336 2743**

**Fax: 0161 337 9701**

**Email: admin@stmcollege.org.uk**

**Headteacher: Mr H Brophy**

**School Lettings Manager**  
  
**Grade E Scale Points 11- 16 £25,979 to £28,282 full time equivalence (pay award pending)**  
We are looking to appoint a Schools Letting Manager to oversee and manage out of hours school lettings; oversee and manage the lettings booking system and e mail account, coordinating with lettings clients, oversee and manage the facilities during letting bookings and act as a designated key holder responsible for the school premises.

The working pattern for this role is flexible. The shift patterns are approximately 6pm – 9pm  
Monday to Friday and 9am to 2pm Saturday and Sunday. However, it is not necessarily  
expected that the Lettings Manager will work all of those shifts. The shift pattern will be  
determined upon agreement with the successful candidate and therefore overall salary  
calculated pro rata accordingly.

St Thomas More is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to an enhanced DBS disclosure, receipt of two satisfactory references and the successful completion of a twelve-month probationary period.  As part of our safer recruitment process we will conduct an internet search of all shortlisted applicants and retain any evidence of identification on file for the successful applicant

For an application pack please contact the school  
  
Please email completed applications to s.devine@stmcollege.org.uk  
  
Closing date for applications: Friday 27th September 2024 at 12 noon