

LOCATION	British International School of Houston	
JOB TITLE	Facilities Assistant (Rentals)	
JOB PURPOSE	You will be responsible leading the Rentals and out of school hours events on Campus. You will be a key member of the Facilities Team. In addition to this you will work closely with fellow members of school (Sprit Store, CCA's, Athletics), to support the day to day operation of The British Schools Athletics, CCA, Rentals, and Spirit Store Programs.	
REPORTING TO	Facilities Manager	
DIRECT REPORTS	Site Supervisors Personnel (Supply Staff)	
OTHER KEY RELATIONSHIPS	<ul style="list-style-type: none"> ▪ School SLT and Staff ▪ Students and Parents ▪ Spirit Store Staff ▪ CCA Staff ▪ Vendors both internal and external 	
PACKAGE	Competitive	
KEY RESULT AREA	MEASURES OF PERFORMANCE	
<p>Provide the first point of contact to prospective vendors, making the experience positive, straightforward and engaging throughout.</p> <ul style="list-style-type: none"> ▪ Ensure high quality communication: language, tonality and structure. ▪ Maintain high levels of warmth and enthusiasm throughout all communications. ▪ Ask appropriate questions to capture required information ensuring consistent attention to detail. 	<ul style="list-style-type: none"> ▪ Delivery of weekly report ▪ Feedback from vendors 	
<p>Job Duties include but are not limited to the following</p> <ul style="list-style-type: none"> ▪ Create, and manage, and achieve Rental Contract Agreements. This includes creating and delivering rental proposals ▪ Oversee insurance compliance and invoicing as part of rentals program ▪ Coordinates facility usage calendar for all school venues ▪ Source, supervise, and train the school data base of site supervisor personal. This includes coordination of payroll when appropriate. ▪ Serve as lead on site manager and supervisor for large scale rentals and or where there might be a business need. This may include non traditional hours such as nights, weekends and holidays based on business need ▪ Schedule and lead both pre- and post-operational and logistics meetings with external groups. ▪ Manages all financial tracking and reporting within the rentals program. ▪ Coordination of support of facility usage through 3rd party vendors such as custodial, grounds, good and beverage, and maintenance. 	<ul style="list-style-type: none"> ▪ APR ▪ Clear and concise calendar ▪ Smooth running of facilities 	

<ul style="list-style-type: none"> ▪ Coordinates all set up/breakdown of facility usage. This can include but not be limited to school events, athletics, and rentals ▪ Maintains active data base of all school facility usage groups. ▪ Generation of new business leads within the rentals program. ▪ Support members of staff in managing and operating CHQ software ▪ Support department in managing school spirit store. 	
<p>Take a proactive approach to personal development planning using company toolkits and procedures as appropriate.</p> <ul style="list-style-type: none"> ▪ Take ownership for personal development and work with Athletics Director to develop and implement a focused and straightforward Personal Development Plan. ▪ Take ownership for requesting feedback from others in a timely fashion. ▪ Provide both constructive and appreciative feedback both unprompted and when asked. 	<ul style="list-style-type: none"> ▪ Positive performance appraisal
<p>Philosophy and values:</p> <p>We are ambitious for our students, our people and our family of schools. We believe that:</p> <ul style="list-style-type: none"> ▪ There is no limit to what every person can achieve. ▪ Creativity and challenge help us get better every day. ▪ Learning should be personalised. ▪ Unique global opportunities enhance the learning experience. <p>Promote and adhere to the School’s Core Behaviours and Values:</p> <p>Core Behaviours:</p> <p>Take Responsibility All staff are expected to take responsibility for themselves, their actions and their performance. They are to ask for help and guidance as needed and to ensure they have all the tools and training to be successful in their role.</p> <p>Seek Feedback All staff are expected to actively seek feedback from all key stakeholders. Feedback is how we all grow and improve in our roles.</p> <p>Collaborate All staff are expected to collaborate with others. It is incumbent upon us to work together to find solutions and professionally focus on developing positive solutions.</p> <p>Values:</p> <p>Pride:</p>	<ul style="list-style-type: none"> ▪ Role-model the ‘Be Ambitious’ philosophy each day ▪ Feedback as a valued member of the team and the wider organisation

<p>All staff should take pride and act appropriately towards the school, their colleagues and themselves at all times. They should represent the school with dignity and respect in all communications.</p> <p>Unity: All staff should work tirelessly to develop a sense of unity between colleagues and stakeholders in the school.</p> <p>Respect: All staff should act with respect at all times.</p> <p>Health and Safety Each individual must ensure that they meet their statutory responsibilities and Company policies with regard to Health and Safety, Equal Opportunities and other relevant legislation and undertake any other appropriate duties as allocated by the Principal.</p>	
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PERSON SPECIFICATIONS	
Qualifications / Training	
Higher Level School Qualification	Essential
Experience / Knowledge/ Skills	
Minimum 2 years working in a customer-facing role or service delivery sector	Essential
Good cross-cultural, interpersonal & communication skills and an affinity for interacting with diverse nationalities and cultures	Essential
Experience of having worked within a service delivery sector, education sector experience a bonus	Desirable
Work in collaboration with colleagues and liaise with external groups to coordinate and schedule the of us facilities	Essential
Good written and verbal communication skills	Essential
Good time management skills and flexibility in dealing with multi-functional tasks	Essential
Experience of working with CHQ	Desirable
Ability to work non-traditional hours, including nights, weekends, and holiday based on business need.	Essential
Personal Attributes	
A warm, personable and curious character	Essential
Self-motivated, flexible and adaptable to different tasks at hand	Essential
Demonstrate entrepreneurial attributes and ability to get the job done	Essential
Proactive and able to prompt others to ensure deadlines and targets are achieved, calm working under pressure	Essential
High level of integrity	Essential

Excellent time management and organizational skills	Essential
Proficient communicator both oral and written	Essential
Excellent attention to detail	Essential
Affinity with and interest in education	Essential