



DANES HILL SCHOOL

## LETTINGS OFFICER

February 2026



Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.



# Our School Values

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

Following careful analysis of feedback, we are proud to share our four school values:

## **Growth, Passion, Courage, and Respect.**

These values reflect the qualities we aim to instil in our pupils, forming a strong foundation for their academic and personal success. Our current focus is on embedding these values into every aspect of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

For our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

# A contemporary prep school for modern families

Thank you for showing an interest in Danes Hill School. At our school, we believe education should open doors, broaden horizons, and inspire young people to discover who they can become. Every member of staff plays a vital role in shaping that journey, and I am delighted that you are exploring the possibility of joining us.

Our vision: **Belonging at heart, brilliance in every child**, guides everything we do. We believe childhood should be joyful, inspiring, and full of possibility. Our contemporary Prep School is designed for modern families, offering a vibrant, inclusive community where every child is celebrated, confident to grow, and encouraged to blend curiosity, kindness, and creativity with academic excellence.

Together with families, we nurture not just bright minds but big hearts. We build strong foundations and happy memories, preparing children not only for the next school but for life. Our aim is to shape kind, confident individuals ready to thrive and make their mark on the world.

This is a school where your ideas will be heard, your expertise valued, and your impact felt. If you are passionate about nurturing potential and committed to continuous improvement, you will find a purposeful and rewarding home here.

Colin Baty  
Head



## ABOUT THE ROLE

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|----------------------|---|
| <b>Job title:</b>    | Lettings Officer (For the right candidate, the responsibilities of Commercial Manager and Lettings Officer could be combined into a single role.)   |
| <b>Job purpose:</b>  | To manage the hire of school facilities to external users, ensuring bookings run smoothly and safely outside normal school hours. Coordinate enquiries, oversee site access and compliance, and help generate income while protecting the school's interests.   |
| <b>Reporting to:</b> | Commercial Manager  |
| <b>Hours:</b>        | Part time: 12 hours per week, Hours to be worked over a minimum of three days - all year round. Availability to work throughout the school holidays is essential. Some flexibility required to cover meetings or events which may be held outside normal hours. |
| <b>Required:</b>     | As soon as possible   |
| <b>Salary:</b>       | £29,325 per annum FTE, rising to £31,110 after first year in post pro rata (£8,798 actual starting salary based on 0.3 FTE),  |
| <b>Benefits:</b>     | Generous pension scheme. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Training and development support. Parking on site.   |
| <b>Closing Date:</b> | February 20 <sup>th</sup> . Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.   |

# LETTINGS OFFICER



# Job Specification

## Job specification

### Primary duties and responsibilities

- Act as the main point of contact for all lettings enquiries, providing information, quotations, and availability of facilities.
- Manage the full lettings process, including bookings, contracts, invoicing, and payments.
- Coordinate access to school facilities, ensuring rooms, equipment, and resources are prepared and secured before and after use.
- Ensure all users comply with safeguarding, health and safety, fire regulations, and school policies.
- Carry out site supervision during lettings where required, including opening and closing the premises.
- Liaise with the site team, cleaning, and premises staff to ensure facilities are maintained and ready for use.
- Maintain accurate records of bookings, payments, and risk assessments.
- Deal with any issues, incidents, or complaints arising during lettings in a professional manner.
- Promote school facilities to increase lettings income, including liaising with community groups and external organisations.
- Monitor wear and tear of facilities and report any damage or maintenance issues promptly.

### Duties of all staff

- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Setting high personal standards of dress and appearance, attendance/punctuality and class discipline/behaviour, always upholding the staff code of conduct.
- Actively engaging in safeguarding practice and health and safety awareness around the school sites.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Always complying with relevant school policies and procedures.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the School evolve. You will be required to undertake other comparable duties as the line manager, Head or senior colleague may require from time to time.

# Person Specification

## Person specification

### Qualifications

- GCSEs (or equivalent) in English and Mathematics at Grade C/4 or above (or equivalent).
- Relevant training in health and safety, customer service, or facilities management (desirable).

### Knowledge

- Knowledge of health and safety regulations, including fire safety and safeguarding requirements.
- Understanding of facilities management and site security procedures (desirable).
- Awareness of data protection and confidentiality requirements.

### Experience

- Experience of managing bookings, lettings, or facilities in a school or similar environment.
- Experience of dealing with customers, external organisations, or the public.
- Experience of invoicing, or financial administration (desirable)
- Experience of working independently and making decisions in a supervisory role.

### Competencies

- Strong organisational skills with the ability to manage multiple bookings and priorities.
- Excellent communication and interpersonal skills.
- Ability to work flexibly, including evenings and weekends.
- Confident in enforcing policies and procedures in a calm and professional manner.
- Ability to respond effectively to incidents, emergencies, or challenging situations.
- Good IT skills, including use of email, databases, and booking systems.
- Reliable, trustworthy, and able to maintain confidentiality at all times.
- Personal warmth and ability to build rapport with clients, visitors and colleagues.
- Flexibility and willingness to support school events and activities outside normal working hours as required.

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, and other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2025.

# THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

We want all of our pupils to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. With our core values of passion, growth, respect and courage, we develop children who are confident and ambitious. In addition, to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.



# Why Work at Danes Hill School?

## Location:

Danes Hill offers an exceptional working environment, and when you visit the site you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than a 20-minute walk from the Prep School (15 minutes from Bevendean). Car parking is available for all staff, as well as our Cycle to Work scheme.

## Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology is provided during induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.

## Development:

As a place of education, it's vital to us that we all invest in our learning. A weekly staff meeting and twilight training session takes place on a Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.

## Reward:

At Danes Hill, we are committed to ensuring that everyone who works here benefits from fair and transparent pay systems. Our teacher pay scale, introduced in September 2023 following staff consultation, offers a generous core salary along with opportunities to take on additional responsibilities through management allowances. A new pay scale for support staff was also developed and implemented in September 2024.

## Benefits:

Generous pension schemes for both Teachers and Support staff. Non-contractual fee remission is given to all staff on a pro rata basis and currently represents up to 50% reduction on full fees, as well as free wraparound care and discounted holiday clubs.

We offer a salary sacrifice scheme for electric vehicles, giving staff the opportunity to lease a brand-new electric car at a reduced cost. This benefit supports our commitment to sustainability while helping employees save on tax and National Insurance contributions.

## Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.

## Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, including circuit training, running, badminton, football and the staff choir. The Common Room team organises social events and charity fundraisers.



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Leatherhead Rd, Oxshott KT22 0JG