



**St Osmund's**  
**CE Middle School**  
Hope · Community · Respect · Love

**Job title: Bookings Coordinator**  
**Grade: Dorset Council Grade 5**  
**St Osmund's Sports Centre**

**Purpose and impact**

1. To provide clerical and administrative support to facilitate the smooth running of the Sports Centre.

**Key responsibilities**

2. Undertake general clerical and administrative duties, working on own initiative as required.
3. Arranging bookings to include diary management, handling telephone calls and/or email enquiries.
4. Support the maintenance of data systems as appropriate by way of data input and/or extracting data to provide requested management and/or financial information.
5. Undertake any clerical and administrative support duties specific to the post which may include updating spreadsheets and ensuring pages on the website and other social media sites are up to date.
6. Liaison with the Business Manager and external customers, as a point of contact for the team. Providing advice as appropriate and/or referring enquiries to the relevant officer.
7. Assisting with financial administrative procedures as required, such as processing invoices.
8. Where the post is based within the People – Children Directorate, responsibility for promoting and safeguarding the welfare of children and young people.
9. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
10. Any other lesser or comparable duties as required.
11. To carry out cleaning tasks set out in the school's cleaning schedule
14. To use all cleaning materials and equipment in a safe and proper manner and in accordance with any instructions and specifications provided.
15. To report the breakdown of any cleaning equipment or any perceived hazards in the workplace to the Headteacher (or other nominated supervisor).
16. To observe health and safety and security requirements.
17. To complete any appropriate records or documentation required by the Headteacher

NB: The duties and responsibilities of this post are not restrictive and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

**Supervision and management**

12. Reporting to: Business manager or senior bookings coordinator

**Other factors**

14. Workstation and related IT equipment.
15. Responsible for ensuring data quality and as such the integrity of management information through the proper use and safekeeping of data and record systems both manual and computerised.
16. The post holder may have some responsibility for small items of equipment or cash.
17. Work is subject to interruptions to deal with queries from members of the public.
18. There may occasionally be work content of a sensitive/distressing nature.
19. Work involves keyboard/computer work but with regular opportunities for breaks away from the computer to undertake other work.

**Headteacher: Mrs S Sawtell MA (Oxon) NPQH**  
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**Leadership Team:**  
Mr P Absolom MA  
Mr S Beet BA  
Mr G Biddle BSc  
Mrs A Boon BA  
Mrs R Gollidge DSBM

