



# CAN YOU HELP?

Over recent years the OBS has become a vital community facility. As its popularity and demand have grown, so too has the behind the scenes work to ensure this historic asset is at its best. The Trustees are seeing the help of their supporters in undertaking some of this work. There are many tasks that have been loosely grouped into the roles mentioned here, but these are not set in stone. If you think you can help in anyway please get in contact on 07570 097332 or via [enquiries.bluecoatschool@gmail.com](mailto:enquiries.bluecoatschool@gmail.com)

## Lettings Manager

- Supported by the Vice-Chairman this role is the face of the Trust, building rapport with hirers.
- Receive and respond to booking enquiries.
- Issue booking forms and terms & conditions.
- Meet with prospective and first-time hirers and go through emergency procedures.
- Raise invoices on receipt of booking forms.
- Check and record public liability insurance and risk assessment data.
- Arrange deposit refunds.
- Act as keyholder for casual hirers, ensuring facilities are in good order between hirers.
- Maintain an up-to-date timetable of regular hirers.
- Front of house duties at any OBS – led events.

## Facilities Officer

- Work closely with the Lead Trustee to undertake and record regular maintenance checks; focusing specifically on the kitchenette and WC.
- Manage contracts and instruct contractors for cleaning services, both inside and outside the building.
- Monitor utilities providers and meet representatives as necessary.
- Ensure site certification is undertaken in line with agreed Health and safety guidelines [annual fire extinguisher checks, PAT testing, and music performance licenses]
- Liaise with Thames Valley Police and Chairman regarding any vandalism.

## Trust Secretary

- Working closely with the Trust Chairman to ensure administrative tasks are undertaken.
- Clerk meetings of the Board of Trustees, including the preparation of agendas and minutes.
- Liaise with the accountants and Charity Commission on trustee registrations.
- Receive and respond to postal enquiries.
- Support Chairman in the administration of the 'Friends of OBS' group.
- Liaise with Thatcham Town Council about the use of OBS during Thatcham Festival, encouraging regular hirers to get involved.
- Monitor policies and procedures prompting the board of trustees to review annually.

## Financial Officer

- Working with the Treasurer record all items of income and expenditure to reconcile accounts.
- Maintain a sales ledger for hirer income.
- Raise purchase orders to be signed off for services.
- Manage day-to-day transactions of the bank account including direct debits and cheque payments.
- Draft statements of accounts in consultation with the Treasurer for presentation to Trustees.

## Publicity Officer

- Working closely with the Webmaster, collate and generate content for the website.
- Ensure noticeboards inside and outside the building are in a presentable state with up-to-date information.
- Ensure business cards within the OBS are stocked and show up-to-date hire charges.
- Investigate social media portals.
- Draft press releases when required.

\* all reasonable expenses will be reimbursed \*