

KENDRICK SCHOOL

CASUAL LEISURE ATTENDANT



HOURS:

Typically Sundays from 7.30am to 5.30pm. The shift could be split between two people. Candidates should be able to cover the occasional week day shift from 5pm.

DUTIES TO INCLUDE:

- Opening and securing premises
- Setting out/putting away equipment as required by hirers
- Reception – to include bookings and enquiries
- Cleaning duties within sports hall complex
- Any other reasonable duties as required by the school

QUALIFICATIONS REQUIRED

- First Aid, or willingness to be trained
- Keen interest in all sports
- Ability to use own initiative
- Flexibility over working times
- Ability to communicate effectively with the public and hirers

THE POST WILL BE SUBJECT TO THE FOLLOWING:

- Clearance by the Disclosure and Barring Service (DBS)
- Medical check
- Two satisfactory references