



## **Community Venue Supervisor**

Location:

St John's Primary School Clifton/Redland BS6 6SU

Hours:

Between 5- 20 hours per week. Hours are negotiable.

Salary:

£8.50 - £10 per hour

Start Date: January 2020 onwards

### **School Circle:**

We're looking for people to join our team who are excited about creating change. We work with schools across South Wales and the South West to help them let their spaces to community groups.

Whether you want to learn new skills and develop your career, or find a job that fits around your other commitments, we have vacancies to suit your needs.

Here at School Circle we provide all our staff with regular training, great perks and exciting career prospects.

### **School Circle - How**

Schools have lots of spaces that sit empty on evenings, weekends, and holidays. We work with schools to help them let their spaces to community groups, which not only increases school income, it also makes affordable spaces available to the local community which in turn helps to build a thriving school at the centre of a thriving community.

### **Job Role:**

Our Community Venue Supervisors play a vital role in how we operate. You will represent both the company and the partner school during community lettings periods. You will be the main point of contact for events taking place and therefore be expected to display a high level of responsibility, reliability, organisational and communication skills. You must be confident, friendly and provide excellent customer service to our clients. Attention to detail and thoroughness are essential - both

our customers and the school expect a high quality service. This position will suit a person who is punctual and well organised, who thrives when given real responsibility and independence.

The role will involve working evenings, weekends and school-holiday periods so a flexible approach to working hours is essential. The amount of working hours may also increase or decrease depending on the amount of use taking place at the school during community lettings periods.

### **What are we looking for from you?**

- Candidates must live within 20 minutes of the school.
- Uses initiative and common sense to resolve issues independently
- Takes pride in delivering work to high standards
- Works as efficiently as possible to maximise productivity
- Those candidates with a car are desirable.
- Candidates must be over 18 years old due to lone working conditions.
- DBS Desirable.
- Willing to work flexible working hours.
- Customer Service experience is an advantage.

### **Responsibilities:**

- Customer services, meeting and greeting lettings users.
- Open and close the school facilities during community lettings periods (evenings, weekends and school holidays).
- Ensure all equipment is set-out and put away properly before each booking and that the facilities remain, clean and tidy at all times.
- Provide high levels of customer care for all hirers/users, including a point of contact for any queries or problems they have.
- At the end of the letting period, ensure the facilities are clean and tidy ready for the next day.
- Carry out weekly maintenance checks on the sports facilities to ensure that they are in working order.

All responsibilities are subject to review. School Circle operates its own Lone Working Policy to protect the welfare of its staff. All applicants will be subject to enhanced disclosure DBS checks if successful.

### **What we can offer you**

- Flexible working hours
- Career pathways
- Progression
- Training within the role
- Being part of a fast growing social enterprise aiming to make a difference

### **How to Apply**

Either submit your CV and covering letter via [indeed](#) or visit [www.schoolcircle.org/join-us](http://www.schoolcircle.org/join-us) for further details.

For more information call **0117 982 8553**