

Lettings Facilities Assistant

Required as soon as possible

Zero hours contract, expected work pattern is Sunday 7:30am to 4:30pm and
Thursday 4:15-10:15

£11.00 per hour

Would you welcome the challenge of being a point of contact for external users?

Are you confident to work independently, as well as part of the Site Team?

If so, you could be just who we need to carry out a range of duties (including but not limited to):

- Administration of bookings as required.
- Assisting with the supervision of all lettings on site including the artificial grass pitches and swimming pool.
- Ongoing communication with a number of letting partners
- Cleaning and maintenance of the AGP's
- Site security
- Working as part of the site team as required
- The successful applicant will need to be flexible, possess good communication skills, and will require a valid 3-day first aid certificate (training will be provided where necessary)

Closing date: Thursday 14th July at midday

Interviews: To Be Confirmed

Application form and further details are available from the school website www.moulshamhigh.org or
contact Gio De Dominicis t: 01245 260101
e: gdedominicis@MoulshamHigh.org

www.bridgeacademytrust.org

This Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Bridge Academy Trust welcomes applications from those of all backgrounds, faiths and ethnic groups.