

Sports Complex & Site Supervisor to work Sundays at Woodlands Academy Sports Complex (Temporary Contract)

We are looking for a person who has excellent interpersonal and communications skills to assist users of the Woodlands Academy Sports Complex in using the facilities/community lettings they have been booked and to ensure the smooth running of the Sports Complex and other areas on the existing Academy site. The main focus of the role is to maintain a safe, clean and enjoyable environment for customer of Woodlands Academy Sports Complex.

The position involves communicating with all kinds of people: children, adults, parents, teachers, staff and colleagues. You will be expected to set a good example at all times in terms of professionalism, dress code, punctuality and common sense.

The type of activities you will be involved in will include (but are not limited to) the following:

- Dealing with any queries by telephone calls, emails, and customers as they enter and exit the building.
- Setting up and taking down sports equipment, ensuring that all bookings start and finish on time.
- Ensure all areas conform to the health and safety standards and are therefore safe for public use and other staff.
- Responsible for opening and securing Academy building for lettings
- Experience of money handling is preferred.
- Assist with promotional activities as organised by Management
- Previous customer service experience desirable.

Full training for the role will be given.

Hours of Work: Sunday 8.45 am to 6.15 pm (This position is temporary)

Salary £7.45 per hour

How to apply

Application details for the above role are available from the Academy

website: <http://www.westcoventryacademy.org>

All applications are returnable to: applications@westcoventryacademy.org

(only electronic applications will be considered.)