



Community Lettings Site Staff – Upper Wharfedale School

Communihire are the lettings manager for all facility hire at Upper Wharfedale School. We are on the lookout for x2 enthusiastic and reliable people to join our team.

We are looking for Lettings Site Staff to work onsite at the school on evenings and a Sunday (morning or afternoon shifts – occasional full day) This would be part time with some cover shifts when required.

Outline of the Job

You will be responsible for overseeing all external facility hire at Upper Wharfedale School. You will be required to help set up for respective users (swim schools, badminton, football clubs, community groups etc), welcome them and help them with any queries or questions they may have.

Upper Wharfedale is a school site; therefore, it is paramount that one of the main responsibilities of this role is to ensure all facilities are respected as such and left clean and tidy ready for use as a school. You will also be responsible for opening and locking up the facilities in use.

Please note you will be onsite alone once the School Site Manager has left.

The ideal person...

- Someone who is Punctual
- A confident communicator and personable
- Uses initiative
- Is trustworthy
- First aid trained is desirable but not essential – training can be provided
- 18+ years old
- A clear enhanced DBS will be required for this role – application can be made
- Full on the job training will be given

This role is to start ASAP, competitive hourly salary

If you think you would be the right person for this job, we would love to hear from you!

Please email info@communihire.com or call Ella on 07875643780