



Community Lettings Site Staff – Upper Wharfedale School

We are on the lookout for enthusiastic and reliable people to join our team!

Communihire are the lettings manager for all facility hire at Upper Wharfedale School and South Craven School. We are looking for Lettings Site Staff to work onsite at Upper Wharfedale School on both evenings and weekends from September. This would be part time with some cover shifts when required and done on a rota basis.

Outline of the Role

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

UWS is a school site and 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 Managers have left.

The ideal person...

- Someone who is punctual
- A confident communicator and personable
- Has and uses initiative
- Is trustworthy
- Will go above and beyond to ensure the role is done to a high standard
- An interest in sport and leisure
- 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 through us

What you will get from us...

- Part of a fun team
- Competitive hourly salary
- Flexible working
- Full on the job training and support will be given
- Staff uniform

If you are interested in this role, we would love to hear from you!

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