

Seacourt Hall, Hall Keeper

Job Description

An opportunity has arisen for the role of Hall Keeper for the new Seacourt Hall located in the recently renovated West Way centre in Botley. The role is responsible for two aspects of the operation of this community focused facility. The first role will cover the day-to-day running and maintenance of the hall, including assisting users in the setting up of the hall and general duties to ensure the smooth running of the facility. It will also involve the job holder being responsible for ensuring that all legally mandated checks are carried out including Health and Safety, Fire and equipment testing. The second role relates to the management of hall bookings carried out via an online booking system and the answering of email and telephone enquires. The role will suit an active individual with experience of dealing with the public and carrying out basic administrative tasks including reports for the Seacourt Hall Management Committee.

Hours

15 Hours a week. This includes the opportunity to work from home when not required to be present at Seacourt Hall. The job holder will be required to work some evenings and weekends as necessary. 4 Weeks annual holiday. On occasions the postholder may be required to work on public holidays.

Salary

£7963.80 (£10.21 per hr).

Other Information

The successful applicant must be prepared to undergo Disclosure and Barring Checks. A laptop and mobile telephone will be supplied. Workplace pension contribution will be made.

Closing Date

Closing date for applications for the post are Friday 6th March 2020. Interviews for the role will be conducted in the week 9th – 13 March 2020.

For further details concerning the role and to apply please email seacourt.hall@gmail.com