



## SITE AND COMMUNITY ASSISTANT (CASUAL)

**Flexible evening and weekend hours** - weekday evenings (between the hours of 6pm and 10pm) and weekend days (between the hours of 8am and 4pm), hours to be agreed in advance

**Hourly Rate £9.92**

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We require a casual Site and Community Assistant to join the school's Facilities team as soon as possible. You will primarily be employed to supervise our sports facilities, including our popular ATP, during lettings, ensuring any specific requirements for each hirer are met prior to their arrival (for example, lights on, specific equipment is out ready to use) and ensuring the facilities are left clean and tidy and ready for the next use. Duties will also include securing the site, some booking administration and some minor maintenance work.

The successful applicant will be a key contact for our hirers and other community users. You should have good communication and interpersonal skills, be adaptable and flexible in your approach to work in order to provide a first class service. Some lifting may be required from time to time. The role will involve lone working, especially at weekends, so the successful applicant will need to be able to work on their own initiative.

This role could suit a mature and responsible college or University student.

For more information, please visit our website <http://www.rmays.org/joining-us/vacancies/> or contact Lisa Shackleton, HR Officer [lisa.shackleton@rmays.com](mailto:lisa.shackleton@rmays.com)

Closing date for applications: **Monday 5<sup>th</sup> October 2020 (noon)**

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Robert May's School is a company limited by guarantee and registered in England and Wales with company number 7875747. The registered office is Robert May's School, West Street, Odiham, Hook, Hampshire RG29 1NA.

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