

## Advert

# Community Lettings Site Assistant

Salary £18,145

37 hours per week

As a provision for the community, at the heart of the community, Sarum Academy welcomes many hundreds of out of hour's users to the school each week, and many more in the school holidays. This provision is unique to Salisbury and offers outstanding facilities, excellent customer satisfaction and value for money.

The Community Lettings Site Assistant is responsible for assisting facility lettings outside of the school day and term times. The post holder will maintain a high level of customer service in accordance with the Academy's ethos in maintaining a welcoming atmosphere conducive to excellent customer satisfaction for existing and potential users. As a member of the lettings team and as a site assistant the successful applicant will work alongside the Lettings Manager in supporting business lettings and in general site maintenance and management.

The successful applicant will be able to work flexibly – evenings and weekends. Have experience in buildings management, practical skills and good interpersonal skills. The Academy would welcome applications for individuals looking for a career in buildings management.

Closing date for applications: Monday 16<sup>th</sup> July 2018.



