



South Dartmoor Community College

Ashmoor Community Sports Receptionist



NJC Grade B, Scale Point 3-4. 15 hours per week/Jobshare possible.
(£11.79 to £11.98 per hour plus 12.07% holiday pay).

South Dartmoor Community College is seeking to appoint a motivated individual to provide receptionist duties at the Ashmoor Centre based here at the College. The Ashmoor Centre is used by students and the public; facilities include a Gym, Sports Hall, Dance Studios, Tennis Courts, Golfing Range, Cricket Nets, vast grass sports pitches and our new, floodlit 3G Football pitch. The 3G pitch is regulated by the Devon FA and hired to local teams and community groups.

Working hours are 15 hours per week, 52 weeks per year. This job involves 3 x 5 hour shifts per week, 2 x evenings 4.30 pm to 9.30 pm and 1 x weekend 9.00 am to 2.00 pm. Days to be agreed and willingness to work additional hours to cover annual leave/absence would be advantageous. Jobshare possible.

If you would like to discuss the position please contact Molly Stone, Ashmoor Community Sports Manager (mstone@southdartmoor.devon.sch.uk). Completed applications should be submitted to Cleo Perry, PA to the Executive Head teacher and HR Administrator (cperry@southdartmoor.devon.sch.uk).

Closing Date: Thursday 23 November 2023 at, 8.00 am. Applications received after this time will not be considered.

Interviews: w/c 27 November 2023

South Dartmoor Community College is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS check.

