



The Royal School Wolverhampton

JOB DESCRIPTION and PERSON SPECIFICATION

Swim Centre Receptionist/ Administrator

Section:	Lettings and Swim Centre – Enterprises Ltd	Salary Range:	National Living Wage
Responsible to:	Community Facilities Manager Learn to Swim Coordinator	Hours of work:	Saturday 08.30hrs – 13.00hrs
Status of position:	Permanent Part-time	Start date Close	1 Oct 22 or earlier 16 Sept (midday)

INTRODUCTION

The Royal School is looking to employ a professional, hardworking and enthusiastic receptionist for our swim centre, on a part time basis.

The Royal School, Wolverhampton is an ‘all-through’ school from 4 - 19 years old. With a history stretching back to 1850 it blends the best of tradition with a contemporary view of education. There is a strong Foundation derived from our initial formation as an Orphanage set up by John Lees, a local philanthropist and more than 35 pupils still benefit from this part of our mission. Pupils come from the local community and the boarding population are derived from more than 23 countries worldwide.

It is our aim to provide a first class education to pupils from a wide background and prepare them for the challenges of the 21st Century. We place equal emphasis on academic, sporting, social and cultural development of the young person and celebrate the gifts of all, whatever that might be. Our aims are for the family based community to be courteous, show respect for self and others, demonstrate ambition in all of their endeavours and to take risks in order to develop their skills and aptitudes.

The School has an EYFS section, a Primary and Senior School, Boarding and is also an Elite Swimming centre for more than 20 National standard swimmers.