



RIPON GRAMMAR SCHOOL

Facilities Lettings Assistants
required from 1 September 2025

To work during term time and in school holidays

Hours of working:

Shifts available:

08:00-13:00 some Saturdays

13:00-17:00 some Saturdays

08:00-13:00 some Sundays

13:00-17:00 some Sundays

17:00-20:00 some weekday evenings

*Shifts will not be guaranteed and will be allocated by the Premises Manager
depending on lettings bookings*

Salary: NY Grade CD, point 3 [£12.45ph] pay award pending

We are looking to recruit 2-3 Facilities Lettings Assistants to provide a customer service role for our school facilities, which include a Sports Hall, swimming pool and 3G pitch.

Excellent interpersonal skills, together with experience of working with young people, are essential.

Full details can be found in the job description on our school website, www.ripongrammar.co.uk in the vacancies section, together with an application form.

The closing date for applications is **09:00 on Friday 4 July**
Please email your application to admin@ripongrammar.com

Interviews will be arranged with successful candidates;
if you have not heard from the School following the closing date, please assume
your application has been unsuccessful.

Ripon Grammar School is situated in the historic city of Ripon which is set amidst the stunning countryside of North Yorkshire, near to the Yorkshire Dales and within easy access to Harrogate, York and Leeds.

This school is committed to safeguarding and promoting the welfare of our pupils and young people. We have a robust Child Protection Policy and all staff will receive training relevant to their role at induction and throughout employment at the School. We expect all staff and volunteers to share this commitment. This post is subject to a satisfactory enhanced Disclosure and Barring Service criminal records check for work with children.