



Ripon Grammar School

Facilities Lettings Assistants
required as soon as possible

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: NYC Grade AB, pt 2
[£11.59/hr – subject to a pending pay increase]

We are looking to recruit 2-3 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 Wednesday 15 May 2024**

External candidates: Please email your application form to the Headmaster's PA, Mrs Patricia Hargraves, at hargravesp@ripongrammar.com

Internal candidates (including RGS Sixth Form students): Please email a letter of interest to the Headmaster's PA, Mrs Patricia Hargraves at hargravesp@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.

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 for those over 18 years of age.