

***Headteacher: Mr Simon Goodwin***

**Plymyard Avenue, Eastham, Wirral, CH62 8EH**

**Tel: 0151 327 3213**

[**www.southwirral.wirral.sch.uk**](http://www.southwirral.wirral.sch.uk)

**11-18 mixed comprehensive, circa 1050 on roll, Group 6**

**Lettings Officer – £11.28 per hour (Band C)**

**casual contract**

**Evening and weekend work available**

South Wirral High School is a co-educational foundation secondary school and sixth form located in the Wirral.

The school prides itself on its community ties, working closely with local community groups. This commitment is shown in our motto "Raising Aspiration in Partnership with Families and the Community".

We require a part time enthusiastic and committed Lettings Officer to provide an effective and efficient service for the school and to manage the lettings of the school facilities to outside organisations and the local community. Our team of lettings officers are responsible for the smooth running of the school’s letting programme at weekends, in the evenings and during the school holidays. Hirers currently include educational, musical, faith groups and sporting organisations.

The successful candidate will need to be organised, flexible and possess excellent communication and interpersonal skills. Previous experience of working in a school would be an advantage. The hours of work would be negotiated and could include evening (5pm-10pm) and weekends. On a typical day you may be asked to open up the school, set out equipment for hirers, staff the reception area, deal with queries from current and potential hirers, clear down and lock up.

**Closing date: Friday 16th December**

**Interview date: TBC**

We are sorry that it will not be possible to contact unsuccessful candidates. Anyone who has not heard of the progress of their application by **Friday 16th** **January 2023** must assume it has been unsuccessful.

Please visit <https://southwirral.wirral.sch.uk/vacancies> for an application form.

Completed application form and letter of application to be addressed to Headteacher, and emailed to: recruitment@southwirral.wirral.sch.uk

**The post is subject to an Enhanced Level DBS check**

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

**All applicants will be considered on the basis of suitability for the post regardless of sex, race or disability**

**Our Safeguarding Policy can be found on our school’s website:**

<http://southwirral.wirral.sch.uk/policies/>