



Community Assistant

Grade B – Salary Range £24,027 to £24,348 per annum

Fixed Term Contract for 1 year initially

37 hours per week, 52 weeks per year

Benefits include Local Government Pension Scheme and 24 days' annual leave plus bank holidays

We wish to appoint a Community Assistant to join our small, friendly team. The Dickinson Centre hosts the Munch Pantry, as well as accommodating internal and external meetings, bookings for parties and events throughout the school site. Working closely with the Community Manager and community team, this role includes:

- Running the Dickinson Centre and its events
- Taking bookings and general enquiries
- Ensuring the Munch Pantry is stocked and well-presented
- Supporting the holiday activity programme
- Assisting with events during weekends or evenings if required (time off in lieu or occasional overtime)
- Associated administrative duties.

We are looking for a candidate with excellent customer service, administrative capability including proficiency in the use of Microsoft packages including Excel, and willingness to undertake a range of duties connected to the successful running of the community and events provision. Some manual handling is required in the moving of pantry food or furniture, party equipment and event set-up.

We also have opportunities available for those who wish to pursue academic qualifications, including Degree Apprenticeships, using the Hampshire County Council Apprenticeship Levy.

To apply, please download a support staff application form from www.pcs.hants.sch.uk/employment.php and email to recruitment@pcs.hants.sch.uk.

Closing date:

6 December 2024

Interviews:

To be arranged

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

In promoting equal opportunities, the School welcomes applications from all sections of the community.