



WESTONBIRT  
SCHOOL



LEISURE CENTRE RECEPTIONIST

CANDIDATE PACK

## WESTONBIRT

Westonbirt is a co-educational day and boarding school for pupils aged 2 to 18, located in a stunning rural setting in the heart of the Cotswolds. Set in a Grade 1 listed manor house in 210 acres of beautiful landscaped grounds, the school enjoys a reputation for high academic standards within a caring, happy environment. The school benefits from excellent sports facilities which include a Sports Centre, Astro turf pitch, 25m Swimming Pool and 9-hole Golf Course.

in May 2018, Westonbirt joined Wishford Schools, a group of high-performing schools in Wiltshire, Gloucestershire, Berkshire and Kent. Schools work closely with the group's senior leaders to define strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, schools are able to access group expertise in property, legal, HR, finance, compliance and marketing.

For more information on Westonbirt, please visit: [www.westonbirt.org](http://www.westonbirt.org)

**An enhanced DBS disclosure and references will be required for this post.**

## OVERVIEW

The Leisure Centre Receptionist is to be the first point of contact for all members, customers and visitors to the Leisure Centre. To provide an excellent customer focused service and to provide administration duties for the Leisure Centre.

Reports to: Commercial Director

### HOURS, SALARY & BENEFITS

**Hours:** 15.25 hours per week

Mondays 3.45pm to 6.15pm , Wednesdays 3.15pm to 6.45pm, Thursdays 2pm to 6.45pm and Saturdays 8.45am to 12.15pm.

Year-round with annual leave to be taken in the school holiday period.

**Salary:** £12.00 per hour.

#### Benefits:

- 5% employer pension
- Cycle to work scheme
- Means tested staff discount
- Free lunch if working in one of our schools
- Pro rota paid holiday + bank holidays
- Access to the group's counselling scheme
- Access to fully funded apprenticeships, up to L7
- Discretionary Christmas stand down
- On site parking



## APPLICATION & KEY INFORMATION

Applications should be made using Wishford Education's application form, which can be found on the careers page. [Link here.](#) Alternatively, use the email address below to request a form.

The deadline for this vacancy is **Friday 10th May 24**

Interviews to be held w/c 13th May 24.

We reserve the right to close the vacancy early due to high applicant numbers, so early application is encouraged.

Wishford Education is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.

If you need assistance with applying, or adjustments for the application process or interviews, please contact [Heath.Gunter@wishford.co.uk](mailto:Heath.Gunter@wishford.co.uk)

## RESPONSIBILITIES

- Welcome all visitors to the sports center
- Have oversight of the sports center including checking the facility
- Answer the telephone, take and relay messages and enquiries
- Assist in maintaining the sports center membership database
- To be responsible for the tidiness and cleanliness of the reception and entrance area of the sports center and to assist with the cleaning of the facility inline with the cleaning schedule.
- Assist other members of the sports center team wherever possible with administrative duties
- To co-ordinate the fire list in liaison with the designated Fire Officer
- Prepare and distribute mail outs as required
- Check the sports center emails throughout the day and respond to as appropriate
- Provide information and assistance to all customers on a wide variety of leisure service including memberships, swimming lessons and fitness classes

## PERSON SPECIFICATION

### Skills

- Excellent communication and organisational skills with strong attention to detail and accuracy
- Ability to manage multiple tasks
- Good literacy skills to prepare correspondence and maintain records to a high standard
- Confident interaction with colleagues, members, pupils and visitors
- Good telephone manner
- Excellent MS Outlook, Word and Excel skills.

### Personal Qualities:

- Leading by example with honesty and integrity
- A 'can do' attitude and the willingness to work hard to get things done
- Resilience and a calm manner
- Ambition, energy, enthusiasm and commitment
- A confident and outgoing personality
- Be able to take the initiative
- Have a good sense of humour.