



Eltham Hill
SCHOOL

Excellence, Happiness & Success

Lettings Supervisor

London Living Wage £10.85 per hour

Saturday's/term time only

We are seeking to appoint a Lettings Supervisor to provide security and onsite facilities support, initially for our Saturday lettings currently from 08.30 am to 1.00 pm. There may be the potential for more lettings after school between the hours of 18.30 pm to 22.00 pm, Monday to Friday as required.

You will be responsible for opening the site for the hiring/event, meeting and greeting visitors, assisting them with any queries and locking the premises at the end of the hiring/event.

We require our candidate to be flexible, reliable and professional, this is a great part-time opportunity that can fit around other commitments you may have.

You will be joining a school where leadership, management, and behaviour have been recently judged outstanding and where there is 'a strong culture of developing training and leadership opportunities for all members of the school community.' (Ofsted 2019)

Closing date: Monday 11 October 2021 (9.00 am)
Interviews Week Commencing: Monday 18 October 2021

For further details and an on-line application pack, please visit our website:

<http://www.elthamhill.com/staff-vacancies/>

Eltham Hill, Eltham London SE9 5EE, Telephone 020 8859 2843

Please email applications or queries to: dmarshall@elthamhill.greenwich.sch.uk

Eltham Hill is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offers of employment are subject to an enhanced DBS check.

The Royal Borough of Greenwich promoting equality and quality of life for all.