

ASPIRING TO EXCELLENCE TOGETHER



FOREST HILL SCHOOL

Dacres Road, London SE23 2XN

Boys 11-16, Mixed 16-18

Tel. 020 8699 9343

www.foresthill.lewisham.sch.uk

Community Lettings Receptionist

Start: ASAP

Salary range: Scale 3, point 5-6 £28,545 - £28,977 pro rata (Subject to evaluation)

Hourly rate approximately: £15.64 - £15.87

Part-time / As and When.

Hours of Work: Shift times will be scheduled between 5pm and 10.30pm Monday to Fridays and anywhere between 8am and 10.30pm on Saturdays and Sundays.

Forest Hill School is a thriving and aspirational comprehensive school in south-east London providing high-quality education to boys aged 11-18. We are a community which is wholly reflective of this district of London, teaching pupils from all backgrounds and of all abilities. We also have a highly successful joint Sixth Form provision with Sydenham School for male and female students.

Our aim is to keep the school at the heart of our community, and we do this by hiring our Sports Center facilities outside school hours. We have a regular group of wonderful community groups and we would like to expand our services where we can.

Key responsibilities of the role include:

- To provide a front of house service for evening, school holidays and weekend lettings.
- Signing in hirers on arrival, answering telephone and face to face queries.
- Carrying out checks as necessary and light cleaning/tidying after bookings
- Setting up, and clearing away of tables and chairs so that our events can run in bare spaces
- Providing great customer service and communicating what's happening during lettings to the School.

This role will suit you if you have experience of;

- Providing exceptional customer service
- Being flexible, organised, and have a timely approach to all your work – this will ensure that our bookings run like clockwork.
- Providing feedback on what's working and what's not, this will help us to continually improve our services.

Please visit our website at www.foresthill.lewisham.sch.uk, to make direct online applications, which must be returned to vacancies@foresthillschool.co.uk,

Please note - we do not accept CVs, (no agencies) and applications must be submitted on the Lewisham Support Staff Application Form, available from our School Website.

Informal visits are welcome and should be arranged with the Director of Strategy and Resources, Samantha Davies – please contact the school on 020 8699 9343.

Closing date for applications is **12 noon Monday 4th November 2024** with interviews scheduled for the following week. Please note that only shortlisted candidates will be notified and that the interview process will include lesson observation.

Safeguarding Statement

Forest Hill School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act (1974) and is subject to an Enhanced CRB Disclosure.

Equal Opportunities Statement

Forest Hill School is an equal opportunities employer. We welcome applications from all members of the community, regardless of gender, age, marital status, disability, ethnicity, religion, belief or sexual orientation.