

St Osmund's CE Middle School:

A Church of England Academy

BARNES WAY, DORCHESTER, DORSET, DT1 2DZ
Telephone: (01305 262897) Fax: (01305) 755088
Email: office@stosmunds.dorset.sch.uk
www.stosmunds.dorset.sch.uk
Headteacher: Mrs S Sawtell MA (Oxon)



Two part time evening and weekend booking co-ordinators

St Osmund's CE Middle School is an over subscribed Middle School located in the thriving County Town of Dorchester.

The school is proud to be a part of the successful Dorchester Area Schools Partnership.

The school now requires two booking co-ordinators to oversee the evening, weekend and school holiday bookings at the St Osmund's Community Sports Centre. The role will include meeting and greeting customers, confirming bookings, setting up the equipment prior to hires, as well as packing away equipment and locking up at the end of the evening. Completion of paperwork and issuing of bills. There will also be an expectation to keep the centre clean and well maintained.

The hours will be 4.45-10.15pm Monday to Friday, with some weekend hours in addition to the contract

Post One: Monday – Wednesday 4.45-10.15

Post Two: Thursday & Friday 4.45-10.15

The finer details can be discussed at interview.

There may also be some weekend and school holiday daytime hours addition to the contracted hours

This is an all year round position. The positions will be subject to the job evaluation process as this is a new role within the School.

This position(s) are permanent, starting as soon as possible. Visits to the school are welcome.

St Osmund's Middle School is committed to safeguarding and promoting the welfare of children and young people; this is a commitment which we expect all staff and volunteers to share. The successful candidate will be required to have a Disclosure and Barring Service check in line with the Government's safer recruitment guidelines.

We value the diversity of our workforce and welcome applications from all sectors of the community.

Please email Mrs R Golledge recruitment@stosmunds.dorset.sch.uk for further details.

A St Osmund's application form is also available on our website.

Closing date is Sunday 17th March and interviews will be held on Monday 25th March.



Science

