

Rackheath Parish Council

Booking Assistant Vacancy

Rackheath Parish Council has a vacancy for a Booking Assistant to look after the bookings for the playing field and new Pavilion opening in June 2019. We are looking for someone who has experience of working within an administrative setting, confidence in dealing with a variety of queries by phone, email and in person, able to update the website and have an understanding of Health & Safety requirements.

Location: Based in the Parish Office, The Pavilion, Stracey Sports Park, Green Lane West, Rackheath, NR13 6LT.

Starting salary: £8.75 per hour to start. Reviewed after 6 month's and annually thereafter

Hours: Initially 5 per hours per week, 2 mornings a week to be arranged. Hours may increase according to need. Occasional evening work may be required.

Responsible to: Parish Clerk

Employer: Rackheath Parish Council

Purpose of job: To support the administrative functions of the Parish Council and help increase bookings at the Pavilion and Stracey Sports Park.

Administration

1. Take bookings, issue/receive booking forms and deposits- check compliance with Terms & Conditions e.g. any necessary licenses, insurance etc
2. Invoice all hirers on a monthly basis and chase up payments where necessary.
3. Manage and update the bookings calendar on the website
4. Be a point of contact for receipt of booking fees
5. Manage payments received for use of the facilities
6. Provide a monthly report to the clerk on bookings of the Parish Council's premises and land

Facility checks and Maintenance

7. Carry out periodic checks on equipment and premises
8. Ensure replenishment of toilet rolls, hand cleansers, paper towels etc
9. Ensure facilities are left clean and tidy and furniture is stored correctly
10. Monitor use of facilities by regular hirers ensuring hire conditions are met

Promotion and Marketing

11. Build excellent relationships with regular and casual hirers of facilities by being reliable & professional and providing high quality customer services support
12. Advertise new courses, events and activities to the Community

Training

13. Attend training sessions as required and agreed by the Clerk to ensure knowledge is updated

Health & Safety

14. Ensure maintenance of First Aid kit, Accident book, kitchen hygiene etc

15. Assist the Clerk in ensuring that health & safety requirements are fully complied with for the well being and safety of all who visit or work in the facilities

Any other Duties

16. Undertake any other duties which may from time to time be allocated by the Council which may reasonably be expected to be carried out

To Apply

Applicants should send a CV with a covering letter to the Parish Clerk, Diana Dring by email to clerk@rackheathparishcouncil.org.uk. Closing date Friday 21st June 2019

Two references will be required and the successful applicant will be subject to a DBS check.

Interviews will take place on the evening of Tuesday 25th June in Rackheath

Start date by arrangement