**North West School Hire** are a local and ambitious school lettings and facilities management company, providing quality in customer service and income generation. With more than 10 years of experience, North West School Hire are the only regional based lettings company, concentrating all our time and effort on schools solely in the North West.

**Leisure Assistant – St James’ High School, Lucas Road, Farnworth, BL4 6RU**

**Job Description:**

Applicants must be over 18 years old (essential)

Enhanced DBS Desirable (desirable)

**Duties and Responsibilities:**

Assisting groups/clubs to ensure they the best experience possible.

Opening and closing the school site before and after lettings.

Oversee the closing down of the premises at the end of the lettings period, ensuring all lights are switched off, doors and windows are locked and any necessary alarms are set.

Ensure all equipment is checked so that the customers and their members stay safe on site during lettings periods.

Maintaining a high standard of cleanliness and tidiness on site at all times.

Provide a point of contact for all hirers/users, in case they have any queries or problems with their booking or anything else.

Actively maintaining the security of the school facilities by ensuring that all entrances and exits remain secure and that access to the facilities is only given to current hirers and members of their groups.

**What we like to see in a candidate:**

* Takes pride in having responsibility and handles it well
* Punctual and reliable at all times
* Committed to the venue and the role
* Passionate about the quality of work completed
* Independent approach to problem solving