



Leisure Complex Administrator

16 hours per week – permanent – 52 weeks per year (0.4324 fte)
Hours of work – Wed/Thu 3.15 – 9.00 pm & Fri 3.15 – 7.45 pm

Grade 4

Full time salary: £22,932. Actual salary: £9,916.54

Start date: 4 September 2024

We are looking for an enthusiastic, efficient and capable receptionist/administrative assistant to join our leisure team. This is a key post with responsibility for ensuring the smooth running of the leisure complex. The role will involve reception duties, creating a welcoming and professional image at all times, as well as the flexible provision of day to day administrative support to the leisure managers.

As the main point of contact at our leisure complex, you will be of smart appearance and it is essential that you possess excellent customer services skills and the ability to remain calm when faced with the day to day challenges of a busy reception area. A good standard of numeracy and literacy and IT proficiency is required, as is the ability to work with minimum supervision.

Previous experience in the leisure industry would be an advantage.

*LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.
All offers of employment will be subject to a DBS check and an online search.*

Closing date: 9.00 am on 1 August 2024

Interviews: Friday 16 August 2024 (from 6pm onwards.)

Please visit our website <https://www.ibstockcollege.co.uk/content/vacancies.php> for more information and an application pack. Completed applications should be returned directly to the Leisure complex, or emailed to l.managers@ibstockcollege.co.uk

Informal enquiries may be addressed to Joanne Fairbrother or Amanda Baines on 01530 265835, or email leisure@ibstockcollege.co.uk