



Emerson Park Academy

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Hornchurch
Essex
RM11 3AD

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Head Teacher: Mr S McGuinness

LETTINGS ASSISTANT Casual / Relief basis

**Pay Scale: Scale Point 3
Hourly Rate: £12.81 (includes holiday pay)**

We are seeking to appoint a Lettings Assistant to join our pool of assistants. The successful applicant will be expected to work under their own initiative adopting a common sense approach to support the Facilities Manager in accordance with the practices and procedures of the Academy. The post involves liaising with hirers and other duties arising from the use of the premises in connection with lettings. Working hours will be variable, based upon requirements from lettings, therefore you will be required to adopt a flexible approach to working patterns.

Lettings occur during term time at the following times:

- Monday to Friday evenings between 18:00 and 22:30
- Weekends between 08:30 and 23:30
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A full and comprehensive induction programme is followed for all new staff.

Emerson Park is a successful and oversubscribed 11-16 Secondary school in the London Borough of Havering. We are set in pleasant surroundings on the edge of the green belt with close proximity to both countryside and central London. We are fortunate to benefit from talented and hard-working staff, supportive parents and committed Governors and enthusiastic students. The academy has a traditional ethos and enjoys a good reputation in the area.

Applications can be submitted online by visiting www.haveringschools.jobs and locating this vacancy. If you wish to discuss the position or arrange a visit to the school please contact the Head's PA, Mrs Beney.

Closing date for applications is 25th November 2020.