



Degree Apprentice - Community

Grade B – Salary Range £22,737 to £23,058 per annum

Fixed Term Contract for apprenticeship duration

37 hours per week, 52 weeks per year

Benefits include Local Government Pension Scheme and 24 days' annual leave plus bank holidays

We wish to appoint a Degree Apprentice to join our Community Team. The Dickinson Centre hosts the Munch Pantry, as well as accommodating internal and external meetings, bookings for parties and events throughout the school campus.

Qualified to A-level standard or equivalent, you will have the opportunity to study for a Chartered Management Degree, for which you will have one day off per week assigned to study, whilst gaining valuable experience in event management.

Working closely with the Community Manager and community team, this role includes:

- Running the Dickinson Centre and its events
- Taking bookings and general enquiries
- Ensuring the Munch Pantry is stocked and well-presented
- Assisting with events during weekends or evenings when required (time off in lieu or occasional overtime)
- Supporting the holiday activity programme
- Associated administrative duties.

We are looking for a candidate with excellent customer service, administrative capability including proficiency in the use of Microsoft packages including Excel, and willingness to undertake a range of duties connected to the successful running of the community and events provision. Some manual handling is required in the moving of pantry food or furniture, party equipment and event set-up.

To apply, please download a support staff application form from www.pcs.hants.sch.uk/employment.php and email to recruitment@pcs.hants.sch.uk.

Closing date:

20 November 2023

Interviews:

To be arranged

Park Community School is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All successful candidates will be subject to Disclosure & Barring Services (DBS) checks along with other relevant employment checks.

In promoting equal opportunities, the School welcomes applications from all sections of the community.