



**Community Assistant**  
**Fixed Term Contract, initially to 31 July 2022**  
**37 hours per week, 39 weeks per year – Term Time Only**  
**Grade B – Salary Range £16,155.72 to £16,430.28 per annum**  
**(Full Time Equivalent £18,887 to £19,208 per annum)**  
**Local Government Pension Scheme**

Park Community School wishes to appoint a Community Assistant to be based in the Dickinson Centre on the school site. The centre hosts our Munch Pantry, as well as accommodating both internal and external meetings, and coordinating bookings for parties and other community events.

Working closely with the Deputy Community Manager, the responsibilities of this role will include:

- Taking bookings and booking enquiries
- Running the Dickinson Centre and its events
- Re-stocking the Munch Pantry
- Setting up and re-organising meeting rooms
- Ensuring the Pantry and meeting spaces are well presented
- Associated administrative duties.

We are looking for a candidate with excellent customer service, administrative skills, and a willingness to undertake a range of duties connected to the successful running of the Dickinson Centre. Some manual handling is required in the moving of pantry food or tables and chairs.

Experience in a similar environment or in event management or customer service would be beneficial.

**Closing date:** 29 March 2022  
**Interviews:** To be arranged

To download an application form, please visit [www.pcs.hants.sch.uk/employment.php](http://www.pcs.hants.sch.uk/employment.php) or email [recruitment@pcs.hants.sch.uk](mailto:recruitment@pcs.hants.sch.uk).

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 Enhanced DBS check along with other relevant employment checks. In promoting equal opportunities, the school welcomes applications from all sections of the community. References may be taken in advance of interview.