



## **Community Centre Attendant - Fixed Term Contract/Secondment for 6 months**

**Salary: Band 4 - £24,420 - £25,652 p.a. (£9,900 - £10,399 pro rata)**

**15 hours per week to be worked on a rota covering Monday - Saturday days & evenings**

### **What is the role?**

The role will form part of a team and be required to make a substantial contribution to the smooth running of our community centres. The post holder will provide the reception service at the centre and be required to adhere to PCC policies and procedures.

The role will be required to:

- Provide administrative support for the day to day running of the office, including taking bookings, record keeping, dealing with customer enquiries, handling cash and distribution of post.
- Provide rota cover during the community centre opening hours, including evening and weekends when required.
- Ensure the community centre customers adhere to the PCC safeguarding policy.
- Process payment of invoices in accordance with financial rules.
- Be a key holder responsible for locking and unlocking when on rota.
- Work across both Cosham and Paulsgrove Community Centres.

### **Who is the person?**

You will need to have:

- A professional manner in communicating, verbally and in writing.
- IT skills at the level required to fill the role (word/excel/databases).
- Experience of working in the community.
- Ability to work on your own initiative.
- Willingness to participate in training when required.
- Willingness to participate in regular support and supervision sessions with your line manager.
- An awareness of health and safety issues.
- A recognised first aid certificate (or willingness to train for qualification).
- A commitment to equality of opportunity.
- Flexibility to work additional hours to cover staff absence through leave, training or sickness if required.



## **General Data Protection Regulation (GDPR)**

As part of any recruitment process, Portsmouth City Council collects and processes personal data relating to job applicants. Portsmouth City Council is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations under the General Data Protection Regulations (GDPR).

Completing and sending an application in for a vacancy is your consent for us to process your data for the purpose of recruitment. Your data is not used in any other way and you can withdraw your consent at any point in the recruitment process and we will destroy or delete your information.

For more detailed information on what we collect, how we use, store, delete data and your rights you can access a privacy statement on our Job board.

You will need to demonstrate that you have the Right to Work in the UK. No post will be offered without it.

