

Anstey Parish Council

Job Vacancy

Post:	Hall Manager
Hours:	20 hours per week (evenings Monday to Friday)
Salary Scale:	SCPT 5-6 starting at £12.85 - £13.05 per hour
Duties:	To be responsible for the running of two halls for hire and a meeting room

Jubilee Hall now has three community facilities to hire, Anstey Parish Council are looking to recruit a Hall Manager who will take responsibility for managing the halls caretaking needs in the evenings Monday to Friday between 5pm and 10pm.

Duties will include:

- Opening up and locking down and securing the halls
- Setting the heating requirements for each of the rooms
- Setting up tables and breaking down for next hirer
- Ensuring that rooms are fit for hire, clean and ready
- Carry out health and safety checks
- Scheduling and covering other caretaking and cleaning for opening and closing

For more information and the job description please visit the Anstey Parish Council Website www.ansteypc.org.uk or contact Liz Hawkes at Clerk@ansteypc.org, Tel 0116 2362646

Completed applications should be returned by 12 noon on Friday 24th January 2025 to the Parish Office for the attention of Liz Hawkes, Clerk to the Council, Parish Office, Jubilee Hall, Staddon Road, Anstey, Leicester LE7 7AY or emailed to clerk@ansteypc.org