

JOB VACANCY @LYPPARD HUB

Hub Assistant required for
Saturday afternoons 1pm – 5.15pm



SATURDAY HUB ASSISTANT

£8.21 PER HOUR (Applicants must be age 18 and over)

BRIEF DESCRIPTION OF THE POST:

- Preparing furniture for Hub Events, greet members of the public and deliver events
- Answering/assisting members of the public in reception
- Dealing with enquiries; by telephone, email or face to face
- Taking party bookings and general bookings
- Setting up inflatables/ equipment for parties ensuring all H&S checks have been completed
- Taking payments and recording transactions
- Assist party customers with deflating of inflatables and ensure equipment is stored safely
- End of shift duties; cashing up, building checks, locking up and securing the building.

We wish to recruit someone who is friendly, welcoming, confident, proactive and enjoys working in a busy and sociable environment.

Application packs available from reception

Closing date: Monday 28th October 2019

**Interviews will take place on Tuesday 5th and
Wednesday 6th November ONLY.**

Appointments will be made subject to appropriate references checks



Saturday Afternoon Hub Assistant vacancy

October 2019

Thank you for your interest in this vacancy, we look forward to receiving your application.

Please complete and return the application form to the Hub **by close of business on Monday 28th October 2019** please do not apply using a CV, this will not be accepted.

Short-listing will take place from **Tuesday 29th October**. If you have not heard from us by Friday 1st November please assume you have not been short-listed on this occasion.

Successful applicants will need to be available to attend interviews currently scheduled for **Tuesday 5th November and Wednesday 6th November ONLY**.

Kind regards

Lauren Cartwright
Hub Manager



Job Description

Post: Saturday Hub Assistant

Reporting to: Deputy Manager

General reception duties:

- Answering/assisting members of the public in reception
- Answering the telephone
- Taking party bookings/general bookings
- Doing photocopying for members of the public
- Taking payments and recording transactions
- End of shift cashing up
- Simple administrative tasks
- Keeping reception area tidy
- Ensuring information leaflets are available

Saturday Duties:

- Opening/closing the building
- Assisting user groups with any queries or issues
- Setting/clearing away rooms for user groups
- Moving furniture
- Setting up/putting away inflatables and party equipment if required
- Ensuring notice boards are up-to-date
- Assisting to create displays/posters in the centre
- Cleaning if required kitchen/centre
- Completing Health and Safety checks
- Creating Word documents to support office administration
- Locking the building/setting the alarm
- Assisting with the running of Hub events, such as Indoor Car Boot Sales (Typically September to May)

Working in the Hub can entail many other duties depending on what is happening. This gives a simple overview of what this post involves.





Lyppard Hub
Job application form

Unique identification number:

(For office use only)

Post applying for: Saturday Afternoon Hub Assistant (Part Time)

Personal information

Full Name:

Address:

Contact phone number:

Contact email address:

Preferred working arrangement: Full time Part time Job Share

If job share, please detail preferred arrangements:

Qualifications

Please give details of any educational or professional qualifications that you hold.

Establishment	Qualification	Grade achieved	Date awarded

Please use an additional sheet if necessary.

Current Employment (or most recent)

Job Title:	
Name of Employer:	
Address of Employer:	
Date started:	
Please give an outline of the duties and responsibilities of your current job:	
Notice period required:	

Previous Employment

Please give details of your employment history, starting with the most recent. Please also explain any significant gaps in your employment history.

Position held	Name of Employer	Duties and responsibilities	Start date /finish date	Reason for leaving

If necessary, please continue on an additional sheet.

Other qualifications

Please give details of any other skills, abilities, knowledge or experience you have that you believe will be relevant to this position. Use an additional sheet if necessary.

Other information

Please let us know of any other information that might be relevant to your application and why you are applying for this vacancy.

References

Please give us details of two people who are prepared to act as referees. These people should not be family members and one should be your current or most recent employer. Referees will not be contacted unless you are successful at interview.

<u>Referee One</u>	<u>Referee Two</u>
Name:	Name:
Address:	Address:
Phone number:	Phone number:
Email:	Email:

The Rehabilitation of Offenders Act 1974 allows certain people to consider their criminal convictions as 'spent' meaning that they don't have to reveal those convictions when applying for jobs. This job is exempt from the provisions of the Act in order to protect the public. As such you need to inform us of any criminal convictions you have received. Any of the information you give us will be treated as confidential and will not necessarily mean that your application will fail.

Have you ever been convicted of a criminal offence? YES NO

If yes, please give details:

Status

Are you currently eligible for employment in the UK? Y/N

Please state what documentation you can provide to demonstrate this, eg British passport/European Economic Area identity card/full birth certificate/passport or travel document showing an authorisation to reside and work in the UK:

Declaration

I hereby confirm that the information I have provided in this application is, to the best of my knowledge, accurate and true. I understand that if I give any false or misleading information that my application may be rejected or, if I am offered a job, it might lead to dismissal.

General Data Protection Regulations

We are required by EU law to obtain consent to holding your personal information in a secure location for a period of up to 12 months after your application. Your personal information WILL NOT be shared with any third party and will be securely destroyed if you have not been successful at point of recruitment. Candidates that are employed by Lyppard Hub will be required to complete an employee GDPR form when employment commences.

Signed _____

Date _____

Equal Opportunities

Lyppard Hub is an equal opportunities employer and is committed to ensuring that our recruitment process is open, fair and not influenced by irrelevant considerations. To that end an Equal Opportunities

Lyppard Hub

Equal opportunities monitoring form

UNIQUE IDENTIFICATION NUMBER:

(Please leave blank)

This section of the application form will be detached and used solely for monitoring purposes.

Lyppard Grange Community Centre recognises and actively promotes the benefits of a diverse workforce and is committed to treating all employees with dignity and respect regardless of race, gender, disability, age, sexual orientation, religion or belief. We therefore welcome applications from all sections of the community.

Please tick the boxes which describe you most closely:

Date of birth:

Gender: Male Female Prefer not to say

What is your ethnicity?

Ethnic origin categories are not about nationality, place of birth or citizenship. They are about the group to which you as an individual perceive you belong. Please indicate your ethnic origin by ticking the appropriate box below.

Arab – Middle Eastern <input type="checkbox"/>	Mixed – White and Black African <input type="checkbox"/>
Arab – North African <input type="checkbox"/>	Mixed – White and Caribbean <input type="checkbox"/>
Asian or Asian British – Bangladeshi <input type="checkbox"/>	Other Asian Background <input type="checkbox"/>
Asian or Asian British – Indian <input type="checkbox"/>	Other Black background <input type="checkbox"/>
Asian or Asian British – Pakistani <input type="checkbox"/>	Other Ethnic background <input type="checkbox"/>
Black or Black British – African <input type="checkbox"/>	Other Mixed background <input type="checkbox"/>
Black or Black British – Caribbean <input type="checkbox"/>	Other White background <input type="checkbox"/>
Chinese <input type="checkbox"/>	White - British <input type="checkbox"/>
Japanese <input type="checkbox"/>	White - Irish <input type="checkbox"/>
Latin American <input type="checkbox"/>	If any 'other' category ticked, please specify if you wish:
Mixed – White and Asian <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

What is your religion or belief?	
Buddhist <input type="checkbox"/>	Sikh <input type="checkbox"/>
Christian <input type="checkbox"/>	Other <input type="checkbox"/>
Hindu <input type="checkbox"/>	No religion <input type="checkbox"/>
Jewish <input type="checkbox"/>	If any 'other' category ticked, please specify if you wish:
Muslim <input type="checkbox"/>	Prefer not to say <input type="checkbox"/>

Disability

Definition of Disability – The Equality Act 2010 defines disability as ‘A physical or mental impairment which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities.’ Long term in this context means likely to last longer than 12 months or likely to recur. Please note that cancer, HIV and multiple sclerosis are covered by the Act from the point of diagnosis.