



Job Description – Part Time Site Assistant

Job Title: Site Assistant

Place of Work: Charles Burrell Centre

Hours of Work: Average of 19.5hrs a week, plus holiday/absence cover

Salary: £11.44 p/h rising to £12.21 p/h in April 2025

Pension: Entitlement to join CBC Ltd pension scheme

Line Manager: Deputy Centre Manager

Background

The Site Assistant plays an important role supporting the day to day operations of the Charles Burrell Centre, ensuring the site is available to use, is clean and tidy and welcoming to tenants, hirers and visitors.

Key Objectives:

- The Site Assistant supports the opening/closing of the Centre; ensuring the building is opened and closed on time, in accordance with adopted procedures
- Whilst on site, the Site Assistant helps to enforce adopted risk assessments and health and safety procedures, dealing with health and safety issues and through liaison with the Deputy Centre Managers and Centre Manager as necessary.
- The Site Assistant takes a leading role in supporting sessional hirers of the Centre, setting up and packing away for hirers as necessary, undertaking any required cleaning of sessional hire rooms and responding to requests from hirers, e.g. setting up of tables and chairs, provision of hot water urns, flip chart facilities etc.

- The Site Assistant takes a leading role in all cleaning tasks on site, maintaining high standards within all communal areas and toilet facilities
- The Site Assistant supports the general upkeep of the whole site, including grounds maintenance, including litter picking, sweeping, weeding etc

Secondary Objectives

- Front facing greeting of visitors and tenants for Charles Burrell Centre including reception cover
- Support the Charles Burrell Centre team with ad-hoc tasks as required

Additional Information

- The role will typically work on a two week rotation;
Week 1: 3 x 6 hour shifts of 3.30pm – 9.30pm over Mon-Fri
Week 2: 2 x 6 hour shifts of 3.30pm – 9.30pm over Mon-Fri
1 x 9 hour shift of 7.30am – 5pm on a Saturday
- In addition to the above hours, the role will be required to provide sickness and holiday cover within the Operation Team

Preferred Skills

- Calm and friendly customer service skills
- Good telephone manner
- Effective time management
- Resilient under pressure, including lone working

Please apply via sending your CV to nicola@charlesburrellcentre.org.uk