

TRFC – JOB DESCRIPTION



Job Title	Beechwood Assistant
Department	Beechwood
Based at:	Beechwood Recreation Centre
Reports to:	Beechwood Manager
Responsible for:	N/A
Hours of work:	Casual, Ad-Hoc
Hourly rate:	NMW for age range
Contracted status:	Casual
Job role:	Oversee the operational delivery at The Beechwood Recreation Centre.
Duties and responsibilities	<ul style="list-style-type: none"> • Ensure that all paperwork is completed daily • Money Handling • Opening and closing of the site • Taking bookings for the use of the sports halls and rooms. • Ensure high customer service is delivered at all times, • Follow guidance from Designated Safeguarding lead to ensure all policies and procedures are adhered to. • Assist with the set-up of site's and undertake practical tasks • Adhere to company policy at all times • Helping to ensure projects run on schedule and to their highest standard • Regular site inspections to access any potential hazards
Skills and knowledge required:	<ul style="list-style-type: none"> · Experience of site supervision · Team worker · Cash handling · Good knowledge of customer service · Good attention to detail

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	<ul style="list-style-type: none">· Excellent organisational skills· Ability to work to deadlines· Available to work shift patterns including weekends
DBS check required:	Yes

The document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the business.

How to apply

To apply, please email your CV and covering letter or an expression of interest form to recruitment@tranmererovers.co.uk

Equality and Diversity

Tranmere Rovers FC is committed to the principle of equal opportunity in employment and its employment policies for recruitment, selection, training, development and promotion are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, age, ethnic and national origin, disability or gender reassignment.

Safer Recruitment

Tranmere Rovers FC is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.