

## **CRESTWOOD COMMUNITY SCHOOL**

Shakespeare Road, Eastleigh, Hampshire, SO50 4FZ  
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Email: [krista.dawkins@crestwood.hants.sch.uk](mailto:krista.dawkins@crestwood.hants.sch.uk)

11 – 16 Mixed Comprehensive NOR 1070

Head Teacher: Mrs Krista Dawkins

### **Lettings Supervisors (casual and bank staff basis) Role Profile 02034**

**Rates of pay: £7.78 - £8.33 per hour (dependent on experience)  
plus 12.07% to reflect entitlement to rolled up holiday pay**

Do you have time to spare evenings and weekends? We are looking to recruit reliable, friendly and efficient Lettings Supervisors on a casual or bank staff basis to work evenings and weekends, as required, to oversee our community lettings.

We require enthusiastic individuals, who are capable of working on their own initiative and in providing outstanding customer service. Key aspects of the role include; ensuring the relevant buildings are unlocked and locked prior to and after each hire period; that the site and facilities are clean and meet the standards required for community purposes and lettings; that any damage is recorded and reported appropriately. Training will be provided.

Please telephone the Business Manager, Julia Hughes, for an informal chat or download further details and an application form from our website [www.crestwood.hants.sch.uk](http://www.crestwood.hants.sch.uk)

Details are located under the School Information / Vacancies tab.

#### **Application Procedure**

Your application must be made on a Hampshire Support Staff application form, complete with the names and addresses of two referees, and submitted either in person, by post or email to [krista.dawkins@crestwood.hants.sch.uk](mailto:krista.dawkins@crestwood.hants.sch.uk)

**Please note we cannot accept a CV as a sole means of application.**

Candidates who appear to meet our requirements will be invited to attend for interview.

**Crestwood Community School and Hampshire County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.**