

JOB DESCRIPTION

Job Title	Community Centre Assistant
Reporting To	Lettings Administrator
Salary Scale	Partnership Grade: P1/2 (£14.80 inclusive of holiday pay)

Main Purpose:

The role of a Community Centre Assistant is to provide an efficient and effective reception and customer service to facility users in accordance with THPT policies.

This is a claims paid position; you will be required to work evening shifts (between 5pm and 10pm) as well as weekends, when required.

Main Accountabilities

- To provide a front-of-house reception service for customers and to deal with general queries by phone or in person
- To maintain the tidiness and cleanliness of the facilities at all times including external courts / pitches, halls, classrooms, meeting rooms and changing rooms
- To maintain and work within THPT Health & Safety procedures
- To maintain user records relating to bookings and use of the facilities
- Ensure that facilities are open and user equipment is made ready for use and returned to storage at the end of the booking
- Check premises regularly, securing all buildings/ set alarms when not in use
- Communicate and co-operate with the Community Assistant team
- Assist customers with use of equipment
- To uphold the values and behaviors of the organization
- Commitment to the Equal Opportunities & Safeguarding Policies and the welfare of children and young people.
- To undertake such other duties as may be required which are commensurate with the job and grade.
- This job description may be amended at any time after consultation with you.

PERSON SPECIFICATION

E: essential

D: desirable

Skills & Abilities	
Ability to understand basic Health and Safety procedures and the principles of equality and diversity	E
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	E
Good time management and be able to prioritise workload	E
Personal Attributes	
Excellent communication skills	E
Good attention to detail	E
Organised and proactive	E
Punctual	E
Flexible	E
Approachable and confident in dealing with a wide variety of people	E
Safeguarding	
The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).	
The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	

APPLICATION PROCESS

Application Process

All applications should be submitted no later than **12pm, Monday 25th May 2026**.

We reserve the right to interview before the closing date, so an early application is advised.

Interviews

Interviews may take place early than the closing date by mutual agreement.

Notification & Feedback

Candidates who have been called to the professional conversation (also known as an interview) will be notified as soon as possible. Please stipulate how you're best reached: email, Teams, personal mobile number so that we can reach you. Constructive feedback will be provided for all candidates invited to interview.

Safeguarding and Further Information

The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS). The Howard Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Data Protection

All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.

The Howard Partnership Trust welcomes applications from all, irrespective of gender, marital status, disability, race, age or sexual orientation.

All applicants must be able to provide evidence of their Right to Work in the UK prior to commencement of employment. As part of our need to comply with UK immigration rules, you will be required to provide Home Office stipulated documentation prior to interview.