



Leighton Park School

HMC Co-educational boarding and day school for students aged 11-18.

Summer Lettings Assistants, from 4th July 2019 – 3rd September 2019

Leighton Park School is looking to appoint Summer Lettings Assistants. The position is a key role in the running of the school lettings and requires the person to be flexible and hands on at all times. The role involves contact with all members of the school community and visiting groups while providing cleaning services to boarding houses, classrooms or any other designated area, in a professional, efficient manner.

This is a busy and varied role and will require you to work shifts covering:

Monday – Saturday: 9am – 12pm and/or 4pm-8pm

Sunday: 9am – 5pm

The ideal candidate will be expected to work 5 days of the week which includes weekends and bank holidays.

Pay: £8.76 per hour Monday – Friday, £11.82 per hour Saturday, £13.23 per hour Sunday.

Leighton Park School is set in over sixty acres of beautiful parkland near to the heart of Reading. Founded on Quaker values, Leighton Park offers a distinctive atmosphere where we aim to inspire and support each student to prepare for their future by reaching their potential academically and personally. We aim to appoint a candidate who will contribute and thrive in our vibrant community.

To apply, please complete an application form which can be found on our website and email it to apply@leightonpark.com. If you require further information, please call HR on 0118 987 9600.

Leighton Park School is committed to safeguarding and promoting the welfare of children and young people, therefore the successful candidate will be required to undergo an enhanced DBS check as part of our recruitment process.

Closing date for this position is: 22nd May 2019

Interviews will be held: During May half term (week commencing 27th May 2019)