

FURTHER INFORMATION DUTY MANAGER

The College and our Facilities

The College is located in an attractive residential area and we have a responsibility to make a positive contribution to the broader local community. This contribution includes the hiring of our facilities at competitive rates. Significant sums have been invested in developing and improving the estate, so there is the potential to both expand community use and increase the revenue generated. The facilities available for hire in the evenings and weekends include:

- A 3G football pitch (completed in October 2020)
- Extensive playing fields
- Netball/tennis courts (refurbished for September 2019)
- A sports hall
- Drama Studio
- Dance Studio
- A wide range of classrooms

During the day, the focus is on the core business of a sixth form college: educating 16-18-year olds. Our facilities are available for hire in the evenings (usually from 5pm) and at weekends. Occasionally, the requirements of sixth form college provision take priority – during the exams season and at Open Evening, for example.

The Post:

This is an exciting opportunity to engage with the community and ensure that the College's impressive facilities are utilised to the full. The successful candidate may have a sales or customer service background, but will certainly have strong interpersonal skills and the ability to build and sustain relationships.

The Duty Manager is a varied job. Once lettings activity begins (at 5pm on weekdays), the Duty Manager will be a flexible presence on site, spending time at reception and in the car park and interacting with clients to ensure bookings are running smoothly, particularly where specialist resources are involved. A smooth handover between clients is required which involves getting out or storing equipment between lettings. Support during large College events (e.g. Open Evening, Car parking).

Hours:

This part-time post is 24 hours spread over 5 days per week, for 39 weeks per year. During term time (39 weeks) 'normal' working hours will be 5pm – 10 pm (5pm to 9pm on a Friday). In College holiday periods and at weekends there are occasional significant lettings / events which will require the presence of the Duty Manager. This is recognised in the maximum of 3 weeks overtime noted in the advert. (To be on site supporting some new or significant weekend lettings (approximately 3 to 4 times a year and to be onsite during College holidays to help with any holiday bookings, approximately 2 weeks per annum).

Salary:

Actual salary will be £15,324 per annum inclusive of fringe area allowance (pay award pending).

College Year:

The College year runs for a period of twelve months from 1st September–31st August, with the Autumn term often starting in the last week of August. Term time is 39 weeks. The College is open for teaching from 8.55am to 4.15pm.

Applications: Completed application forms should be returned to:

The HR Manager
Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Email: jobs@esher.ac.uk

Closing Date: 9am, Monday 27th November 2023

Interviews: w/c 4th December 2023