

OVER PEOVER VILLAGE HALL

JOB DESCRIPTION

BOOKINGS ADMINISTRATOR (PART TIME)

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| Job purpose | <ul style="list-style-type: none"> - ensure the smooth running of bookings at Over Peover Village Hall - provide a friendly and professional service to potential and existing users - maximise bookings at the Village Hall within the local and adjacent communities - ensure the smooth running of the Village Hall in all aspects, including maintenance and upkeep and maintaining safe and secure access for users |
| Hours | - 2 to 3 hours per month or as required |
| Remuneration | - £11 per hour |
| Responsible to | - Chair of the Village Hall Management Committee / Treasurer |
| Personal skills | <ul style="list-style-type: none"> - experience of working in a similar environment would be beneficial - hardworking, trustworthy, numerate, and able to demonstrate good communication skills - be flexible - be competent with Email and Microsoft Office applications |
| Duties & Responsibilities | <ul style="list-style-type: none"> - take bookings by phone and email ensuring bookings are recorded in a diary - attend meetings with potential hirers of the Village Hall - provide relevant paperwork to hirers - ensure relevant licences and certificates are obtained and up to date - put on heating for WI meetings - ensure all aspects of Health & Safety are complied with - arrange service and maintenance visits for gas, electricity and fire safety engineers - deal with maintenance enquiries - arrange cleaning of the Village Hall - purchase consumables / cleaning items - provide regular meter readings to suppliers |