

## Woodley Town Council

### Part-Time Receptionist

Woodford Park Leisure Centre

### 5.5 hours per week

We are currently looking for a friendly and enthusiastic individual to take on the role of Part-Time Receptionist at Woodford Park Leisure Centre. The successful applicant will be well organised and reliable, with a customer focussed approach to work, and will possess a good knowledge of standard reception and administrative procedures.

Please see the job description for a complete list of responsibilities.

The successful applicant will permanently occupy the following reception shifts on a weekly basis:

**Mondays: 4:30pm – 10:00pm (5.5 hours)**

**Application deadline – Tuesday 27<sup>th</sup> August, 11:00am**

**Please make it clear which day (or days) you are applying for on your application.**

Applications will only be accepted on the application form provided. CVs are not accepted. Application packs may be downloaded from the Woodley Town Council website at [www.woodley.gov.uk](http://www.woodley.gov.uk).

All applications should be returned to: Woodley Town Council, The Oakwood Centre, Headley Road, Woodley, RG5 4JZ

For more information about this post please contact:

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