

**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:

**Fridays, 4:30pm - 10:00pm (5.5 hours)**

**Application deadline – Thursday 22<sup>nd</sup> September 2022, 11:00am**

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).

**Please save the blank application form to your computer before completing!**

All applications should then be emailed to: [jobs@woodley.gov.uk](mailto:jobs@woodley.gov.uk)

**OR**

Handed in to the Woodley Town Council offices at The Oakwood Centre (RG5 4JZ)

For more information about this post please contact:

Ed Whitesmith

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Email: [ed.whitesmith@woodley.gov.uk](mailto:ed.whitesmith@woodley.gov.uk)