

# IXWORTH FREE SCHOOL

*are seeking a*



## LETTINGS COORDINATOR

**to start as soon as possible**

**£9.14 per hour**

We are looking to appoint a personable Lettings Coordinator to assist us with unlocking and locking the premises as required. The hours would be variable, dependent on requirements but we have confirmed bookings for at least one evening per week, where the requirement would be to open the premises from approximately 5.30pm, and lock up again at approximately 7.00pm. The regularity could increase as the facilities become more widely used. Flexibility, honesty and reliability are key to this role, along with customer-facing skills.

If you are interested in applying for this post, please download an application form and email it to [hr@seckford-foundation.org.uk](mailto:hr@seckford-foundation.org.uk) or post to HR Dept, Seckford Foundation, Marryott House, Burkitt Road, Woodbridge, Suffolk, IP12 4JH. If you are unable to download a form or have any questions, please contact HR on 01394 615167.

**Closing date: 9am on Wednesday 24 April 2019 (we reserve the right to appoint before the closing date).**

*The Seckford Education Trust is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*