

Woodstock Road, Witney, Oxon, OX28 1DX

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Head Teacher:  Mr R W Shadbolt

**Community Facilities Host**

*Join us on an exciting journey of growth and community connection!*

Wood Green School has a fantastic weekend community. From music and art schools to martial arts, hockey and football clubs, we are proud to serve a diverse range of customers by offering accessible and affordable facilities. It’s a great exchange and one that brings vital revenue back into our school.

We are on a transformative journey to enhance our weekend lettings service with the introduction of a brand-new role and café offering. We’re looking to build a team of Community Facilities Hosts to be at the heart of this venture and our letting community.

About the role:

* **Engage with Visitors:** Be the friendly face that welcomes groups such as our Community Gardening Club, or charities such as Wheels for All. Build further positive relationships with all site attendees, giving our school the best representation possible.
* **Launching and Developing the Café:** Help establish our new café as the centrepiece of the weekend experience by serving and preparing food for our visitors. Be a part of the journey to build the offering and welcome more site attendees.
* **Supporting Evening Events:** Potential for assisting with occasional school events such as the prom, ensuring smooth operations and memorable experiences for all attendees.
* **Driving Growth and Innovation:** Contribute your ideas to improve services, attract new visitors, and enhance the community’s experience.

**What we’re looking for:**

We’re seeking someone who is enthusiastic, proactive, and adaptable, who enjoys working with people and making a difference. Experience in hospitality, customer service, leisure, or facility management are desirable as there is an element of autonomy in the role. However, a positive attitude, and willingness to contribute ideas are fundamental.

**Why join Wood Green School?**

This is a unique opportunity to be a part of something special. You’ll play a key role in creating a welcoming space for our growing vibrant community. Your ideas and contributions will be valued as we work together to enhance our facilities and offerings; and the best part is, any improvements made directly benefit the school, with all funds going back into our budget. In essence, you’ll be indirectly impacting teaching and learning!

If you’re ready to take on a dynamic, rewarding role where you’ll have a real impact, we’d love to hear from you.

If you have any questions regarding the role, or would like an informal conversation, please contact Adam Bridges via abridges@acertrust.org.uk to arrange a call.

**Pay: Grade 6 (£15.45 - £16.75 per hour)**

**Hours: Casual, 6 hours minimum on average however can be negotiated. Typical shift pattern would look like below:**

**Saturday – Crossover for teas.**

07:00 – 15:00

11:00 – 19:00

**Sunday**

07:00 – 15:00

**To apply please** visit My New Term website using this link <https://mynewterm.com/jobs/144008/EDV-2024-WGS-96086> by the 13 December 2024 at 9am.

*This role will initially be offered on a casual hours basis as we assess the best working patterns to meet the needs of our growing weekend community. As demand increases and the café and lettings services expand, there will be opportunities for the role to develop, with the potential for regular contracted hours and responsibilities. We intend to review an hourly contract model three months into this new position.*

Wood Green School and the Acer Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people.  The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance.  Employment will also be conditional on the receipt of at least two acceptable references (one from current/last employer) and evidence of the formal qualifications required for the role.  Wood Green School is an equal opportunities employer.