



Wales National Pool Swansea **Pwll Cenedlaethol Cymru Abertawe**

PART TIME RECEPTIONISTS - 2 POSITIONS (Position 1 weekends Average 6.25 hours over a 4 week rolling rota; Position 2 Part Time including weekends 28 hours per week over a 4 week rolling rota)

Salary

£21,109 per annum pro rata (£10.94 per hour)

Wales National Pool Swansea is looking for 2 friendly customer focussed Receptionists to add to our dynamic team.

Within this role you will assist in the efficient, effective and economic delivery of reception membership and booking services within the facility in order to fulfil the requirements of the Wales National Pool.

Excellent Customer Care skills and sales experience are a must and the ideal candidate should have proven administrative skills, be computer literate with good keyboard skills, and have experience of working with members of the public in a customer-orientated environment.

Receptionists are required to work on a shift rota, which will include regular early morning, evening, weekend and Bank Holidays to cover the needs of the service.

Please contact the recruitment team for an informal discussion, and application form on 01792 513596.

The position requires both a standard and enhanced DBS disclosure.

Benefits include a generous pension scheme and leave allowance.

Closing date:- Close of Business Wednesday 28th February 2024.

Interviews will take place w/c 11th March 2024

Applicants must be able to commit to position 1 or 2 please note which position you are applying for on the application form

Application packs and copies of the working pattern rota are available from the Wales National Pool Swansea, Sketty Lane, Swansea SA2 8QG

Tel: 01792 513513

Email wnp@swansea.ac.uk

CV's are not accepted, completed applications should be returned marked 'Private and Confidential' for the attention of
Siân Whitmore