



CASUAL RECEPTIONISTS

We are currently looking for casual staff to work on an ad-hoc basis at the Bank of England Sports Centre, Roehampton, to be based on their main reception.

The team covers reception seven days a week, working the following shifts: -

(Monday - Friday)

6.30am - 2.00pm

9.00am - 4.30pm

10.00am - 5.30pm

3.00pm - 10.30pm

(Saturday/Sunday)

7.30am - 3.00pm

9.30am - 5.00pm

2.00pm - 9.30pm

Shifts will not be available every week but this may suit those of you who have other part-time jobs, lectures and of course, a social life.

We are looking for a dynamic person with good communication and organisational skills, who has a flexible, professional approach to work. You will need to be confident when dealing with members, guests and clients and have a friendly telephone manner. Essentially, you will have a good sense of humour.

A reasonable level of numeracy is required with a good working knowledge of Word and Excel a desirable aspect.

Salary £8.00 per hour payable monthly by cheque

Applications for casual work can be made by e-mail or by post, sending an up-to-date CV along with a covering letter to: -

Private & Confidential
Miss D A McIntyre
Reception Manager
Bank of England Sports Centre
Bank Lane, off Priory Lane
London SW15 5JQ

debbie.mcintyre@bankofengland.co.uk