

## **Vacancy: Lunchtime supervisor**

Sunnyside primary School is a busy, thriving school in the centre of Leicester. We currently have 300 pupils on our role with ages ranging from 4-11. We are currently seeking a lunchtime supervisor for 6 hours per week (term time only)

### **Duties include:**

- Supervising children during playtimes and mealtimes
- Clearing tables, sorting waste and cleaning dining areas
- Report any accidents/incidents in a timely manner
- Some manual handling required/ moving furniture

### **Essential Criteria:**

- Previous experience with children
- Cleaning experience including COSHH
- Safeguarding procedural knowledge
- Strong team working and communication skills

To apply please send a CV and covering letter to:

Sunnyside.sch@gmail.com

# Vacancy: Cleaner

Cleaner required for a residential care home specialising in Dementia care. You will be required to work as part of a small housekeeping team, responsible for the overall upkeep of the premises.

## **Duties include:**

- Tidying and cleaning of residents rooms, collecting laundry
- Cleaning of kitchen and communal areas
- Sorting waste
- Delivering laundry to laundry assistant
- 

## **Essential Criteria:**

- Must be a sympathetic individual, ideally with experience working around the elderly
- Previous cleaning experience, a knowledge of COSHH
- Food hygiene level one

To apply please send a CV and covering letter to:

Old and grey@gmail.com

# Vacancy: Office Assistant

Mr Car is a Leicester based car showroom. As an increasingly expanding and busy business we are looking to recruit a part time general office assistant .

## **Duties include:**

- Handling incoming telephone enquiries and taking messages
- Typing, photocopying and faxing
- Checking and responding to emails
- Filing incoming car documents, preparing car documents for sold cars
- Running online credit and car history checks

## **Essential Criteria:**

- Excellent telephone manner
- Previous admin experience including IT
- Strong communication skills
- Highly organised

To apply please send a CV and covering letter to:

MrCar@gmail.com

# Vacancy: Retail assistant

To work at a city centre based Health and Organic food shop. We are looking for a motivated individual to assist with the day to day running of the store

## **Duties include:**

- Stacking shelves and conducting regular stock rotation
- Presenting new stock and constructing POS displays
- Customer service including cash and card handling
- General cleaning duties

## **Essential Criteria:**

- A knowledge of health food would be an advantage
- Customer care skills and previous retail experience
- Good standard of maths and English
- Ability to lone work

To apply please send a CV and covering letter to:

[oatsandbarley@gmail.com](mailto:oatsandbarley@gmail.com)

## **Vacancy: Apprentice builder/labourer**

We are looking for a self starter who is willing to undertake a Level 3 in construction. You will be working on various sites around Leicester and Leicestershire.

### **Duties include:**

- Preparing various building materials for the master builder
- Monitoring levels of building material stock
- Cleaning and storing tools
- Cleaning and emptying of vehicles
- Digging, barrowing and minor carpentry work

### **Essential Criteria:**

- Interest in construction
- Physically fit and prepared to work outdoors in all weathers
- CSCS card
- Willing to undertake first aid course

To apply please send a CV and covering letter to:

[bobthebuilder@gmail.com](mailto:bobthebuilder@gmail.com)

# Vacancy: Kitchen Porter

Required to work in a busy service station on the M1. Required to work various shifts over a 24/7 rota.

## **Duties include:**

- Preparation of meals to order
- Checking expiry dates of food products in fridges
- Cleaning of kitchen and café area to a high standard
- Sorting and disposal of waste
- Portering of meals, to customers, as required.

## **Essential Criteria:**

- Previous food preparation/ cleaning experience
- Ability to move quickly and safely
- Customer care skills
- Ability to work as part of a team
- COSHH and food hygiene knowledge

To apply please send a CV and covering letter to:

motorstop@gmail.com

## **Vacancy: Customer Services advisor**

You will be required to work on a telephone helpdesk for the local council. This is a part time position working 9-12 Monday to Friday.

### **Duties include:**

- Answering incoming calls in a prompt and polite manner
- Fielding calls to relevant departments using a computerised phone system
- Taking messages
- Dealing with minor enquiries

### **Essential Criteria:**

- Excellent telephone manner
- IT literate
- Be able to work under pressure and in difficult situations
- Be a fast thinker and highly organised

To apply please send a CV and covering letter to:

localcouncil@gmail.com

# Vacancy: Kennel Assistant

We are a small, family run boarding Kennel situated in Anstey, Leicestershire. We are looking for a hard working, fun animal lover to assist with the day to day care of the dogs staying with us.

## **Duties include:**

- Feeding, watering according to individuals prescribed diet
- Exercising and grooming
- Cleaning kennels
- Liaising with dog owners by phone, text or email
- Updating care records

## **Essential Criteria:**

Previous experience with caring for dogs

Ability to walk safely with 1-3 dogs for up to 2 miles

Cleaning experience including knowledge of COSHH

Excellent communication, customer service and team working skills

To apply please send a CV and covering letter to:

Dogear123@gmail.com



## **Vacancy: warehouse operative**

To work in the warehouse area of a well known kitchen and bathroom retailer. Full time hours over 7 days.

### **Duties include:**

- Maintain and update inventory of current and incoming stock
- Order pick and prepare items for scheduled delivery
- General cleaning and maintenance duties
- Use of forklift

### **Essential Criteria:**

- Counterbalance forklift licence
- Previous warehouse experience
- Good standard of maths, IT and literacy
- Highly organised, good team working skills
- Knowledge of health and safety

To apply please send a CV and covering letter to:

taps123@gmail.com

## Vacancy: Doctors receptionist

Wellness clinic is a very busy doctors surgery serving a large, ethnically diverse housing area in Leicester. You will be the first point of contact for our patients both in person and by telephone.

### **Duties include:**

- Meet and greet incoming patients and register them as present
- Answer telephone calls and pass messages on to surgery staff
- Make appointments using a computerised system
- Process prescription requests

### **Essential Criteria:**

Strong admin skills and extensive previous experience

Highly literate in IT and English

A second language would be an advantage

Good telephone manner

Highly organised and able to handle rapidly changing workloads

To apply please send a CV and covering letter to:

wellnessclinic@gmail.com

# Vacancy: Gardener

Big Old House is a National Trust property, visited by over 5000 people per year. We have extensive, beautiful gardens that need maintaining all year round.

## **Duties include:**

- Lawn mowing, weeding and pruning, composting
- Distribution of chemicals including weed killer, insecticide and plant feed
- Seasonal planting to a set layout
- General tidying and upkeep of pathways

## **Essential Criteria:**

- Previous gardening experience
- Knowledge of COSHH and garden machinery
- Ability to lone work and outdoors all year round
- Physically fit

To apply please send a CV and covering letter to:

TheBig House@gmail.com