

Kirklees Active Leisure is a registered charitable Trust which is responsible for the strategic planning and delivery of a range of sport and recreation services for Kirklees Council.

Our aim is to get 'more people, more active, more often in Kirklees' by providing and managing an excellent range of leisure facilities across our Region. Through our 11 sites we are able to offer affordable sport, leisure and recreational activities to the people of Kirklees encouraging access to a fun and healthier lifestyle.

Kirklees Active Leisure is rapidly expanding and we currently have the following exciting opportunity for you to develop your potential!

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## **Receptionist**

**34 hours per week (including early morning and evening shifts on rota basis)**

**Scale 2: £14,733 to £15,444 per annum (pro rata)**

**Ref: KAL10/006\***

We are looking for a professional and outgoing individual who can engage with members and the public to exceed their expectations whilst meeting the needs of our busy and vibrant reception area.

You will be literate and numerate and have had previous cash handling experience. You should enjoy working with the public and have the ability to work well on an individual basis and as part of a team. You will have excellent customer service skills and experience of dealing with a wide range of user groups including children and people with disabilities and experience of resolving customer queries.

You will need to have excellent communication skills, as you will be dealing with a wide range of customers. A willingness to work additional hours to cover colleagues' holiday/sickness would be an advantage.

Previous experience of working in a health and fitness related environment is desirable but not essential. Experience of working with a computerised membership / till system would also be an advantage.

The Reception itself is the centre of activity for: -

- A 2000 member state of the art Health and Fitness Complex
- A local community swimming pool
- A large dance aerobics studio
- Office accommodation for in excess of 150 employees (including KAL Head Office and Kirklees Council Departments)
- Stadium Complex
- 3 meeting and function rooms

If you would like to apply for this post request an application pack from the Human Resources Department by calling 01484 234063 or by e-mailing:

[chris.jennings@kirklees.gov.uk](mailto:chris.jennings@kirklees.gov.uk).

**Closing Date: Friday 05 March 2010**