

**Hertfordshire Sports Village comprises extensive indoor and outdoor sports facilities that are open to the local community as well as to the students and staff of the University of Hertfordshire.**

Attention to detail, a 'can do' attitude, innovation and an ability to challenge the norm are the essential values we look for in our team members. Hertfordshire Sports Village and have the following posts available.

**Sports & Leisure Apprenticeship**

**Modern Apprentice x 2 Positions (Duty Assistant x 1 / Receptionist x 1)**

**£8,542-£10,050**

The Apprenticeship programme in conjunction with North Herts College combines work-based learning with on the job training leading to an NVQ and Technical Certificate at level 2. Both positions are on a 12 month contract.

**Receptionist x 1**

Our receptionists are the first point of contact to our customers. A Receptionist is responsible for maintaining good relations with customers, implementing and adhering to service quality procedures, providing an efficient booking service, controlling entry to the centre and providing information to customers.

**Closing date Wednesday 1<sup>st</sup> February 2012**

**Provisional interview date Monday 20<sup>th</sup> February 2012**

**Duty Assistant x 1**

A Modern Apprentice will assist the Duty Assistant team with the day to day running of Hertfordshire Sports Village. You will be expected to complete a National Pool Lifeguard Qualification and a First Aid at work course within 3 months of appointment.

**Closing date Wednesday 1<sup>st</sup> February 2012**

**Provisional interview date Tuesday 21<sup>st</sup> February 2012**

Both job roles include working a 40 hour week, on a shift basis including some evenings, weekends and bank holidays.

For an informal discussion about these posts please contact Karl Allen, Operations Manager by phone 01707 281197 or by email [K.1.allen@herts.ac.uk](mailto:K.1.allen@herts.ac.uk)

Apply online at <http://www.herts.ac.uk/jobs> or request an application pack from Human Resources on 01707 284802 (24hr voicemail), quoting the appropriate reference number.

**Print and send to:**

**University of Hertfordshire  
Human Resources Department  
Business Support Team 1  
Titan Court  
Hatfield  
Hertfordshire  
AL10 9NA**

Further information about Hertfordshire Sports Village can be found at our website:

[www.hertssportsvillage.co.uk](http://www.hertssportsvillage.co.uk)

**Closing Date for all applications: Wednesday 1<sup>st</sup> February 2012**



