

Arlesey Resource Centre Manager Hours – 25 per week.

Tuesday: 1pm to 5.30pm

Wednesday: 9am to 1pm

Thursday: 1pm to 5.30pm

Friday: 9am to 1pm

Alternate Saturday: 10am to 1pm

Week 1:

RC opening hours: 20 hours (Tues to Sat)

Plus 30 mins each day for setting up/closing down: 2.5 hours

Plus admin time/meeting attendance: 2.5 hours

Week 2:

RC opening hours: 17 hours (Tues to Fri only)

Plus 30 mins each day for setting up/closing down: 2 hours

Plus admin time/meeting attendance: 6 hours

N.B. It may be possible to agree a change or reduction to the above hours. Candidates wishing to explore this further should enclose a covering letter with their application detailing specific requests.