



## Reception & Administration Assistant

**(Unpaid Induction to Part-Time – 25 hours/week)**

**Location:** Maldon

**Start:** February 2026 (remote induction), paid employment to begin once the gym is operational (subject to council planning approval – anticipated February/March 2026)

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### About Us

Maldon Gymnastics Club is a growing, community-focused gymnastics club supporting children and families across the local area. With a friendly and dedicated coaching team, we pride ourselves on creating a welcoming, well-organised environment for our members. We are now looking for a reliable and approachable individual to join us in a Reception & Administration Assistant role.

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### The Role

This is a varied, hands-on position combining reception duties with administration and light PA support. You will be the first point of contact for parents, members, and visitors, playing a key role in the smooth day-to-day running of the club.

As the club continues to grow, this role offers the opportunity to develop alongside the organisation, with scope for increased responsibility over time.

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### Working Hours & Environment

#### Unpaid Induction Period (February 2026)

- Up to 2 hours per day, Monday to Friday
- Designed to familiarise you with systems, procedures, and the role ahead of the gym opening

#### Paid Part-Time Hours (Once Operational)

- Monday, Wednesday, Thursday, Friday: 3:30pm – 8:00pm, and Saturday: 8:30am – 3:30pm
- School term-time (39 weeks per year)
- Total: 25 hours per week

### Additional Information

- Hours during half-term and school holidays may vary, typically between 9:00am and 3:00pm, depending on activities
- Occasional out-of-hours work for events, competitions, and club activities
- Supporting fundraising and community engagement initiatives

- **Probation period: 3 months**

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## **Key Responsibilities**

- Welcome members, parents, and visitors in a friendly and professional manner
- Respond to enquiries in person, by phone, and by email
- Manage bookings, class registers, and payments using the club's systems
- Take payments and handle cash responsibly
- Support general administrative and PA tasks as required
- Assist with basic marketing and social media activity
- Work closely with the Head and coaching staff
- Uphold club policies, safeguarding standards, and health & safety requirements

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## **Pay & Benefits**

- £13 per hour, paid monthly (once paid employment begins)
- Funded professional development and training courses
- Opportunities for personal and performance-related rewards may be discussed
- Additional benefits to be introduced as the club continues to grow

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## **Ideal Candidate**

- Friendly, professional, and confident when dealing with parents, staff and visitors
- Well organised, with strong attention to detail for registers, bookings, and documents
- Proven record of trustworthiness when handling cash and payments
- Confident using computer-based administration systems and social media
- Flexible, reliable, and supportive of a growing club environment
- Able to work independently while being a strong team player

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## **How to Apply**

To apply, please complete the **application form** on our website under 'vacancies'.

Maldon Gymnastics Club is an equal opportunities employer and welcomes applications from all backgrounds.

Due to the nature of the role, the successful candidate will be required to complete an enhanced DBS check and undertake Safeguarding and Protecting Children training.

As the club continues to develop, responsibilities may occasionally vary, and flexibility is required to support operational needs.

**Closing date: 31st January 2026**