



Provide a Supreme Service

Customer Service and Education Assistant

London

£22,755 to £28,000

(pro rata for reduced hours)

The UK Supreme Court came into existence last October and one of its key objectives is to be more accessible to the general public.

We are seeking a customer service and education assistant to handle members of the public in a friendly and helpful way and give them advice about what is happening in the court and also

take groups on welcoming tours around the building. Other duties include dealing with telephone enquiries and welcoming other visitors to Justices and officials of the court.

You will help support organised educational visits for students and young people and help draw up and put together information packs. This is a relatively new post and you will have scope to develop it further. What's more, you will be part of a small and friendly team dedicated to making a visit to the court a pleasant and interesting experience.

For more information about this role and to download an application form please visit www.justice.gov.uk/about/jobs.htm and view job reference number 87o/03/10.

Completed application forms to be returned by the 19th March 2010.