



## **JOB DESCRIPTION**

<b>Job Title:</b>	Sports Facilities Assistant
<b>Accountable to:</b>	Facility Manager (ATP/Hub) / Assistant Principal
<b>Job Purpose:</b>	To oversee the efficient use of the ATP, Sports Hub and additional facilities (as required). E.g. Fitness suite as qualifications allow
<b>Salary Scale:</b>	£6.83 per hour/£10.25 per hour (Weekend Enhancement Rate)
<b>Hours per week:</b>	Casual – mainly evenings, weekends and school holidays

### **JOB TASKS**

#### **Administration**

To complete administrative duties and input data with regard to the facilities and facility users.

Answering the telephone and take messages.

Dealing with enquiries from members of the public.

Assisting members of the public with the completion of appropriate documentation.

Completion of reports e.g. Accident occurrence forms

#### **Security**

A front of house presence to ensure security of the buildings.

To be a point of contact for facility users in case of problems or emergencies.

Responsibility for locking and unlocking designated areas.

To be responsible for the security of the ATP and development centre building contents.

To be responsible for the operation of the security alarm.

#### **Cleaning/Maintenance/Equipment**

Monitoring of equipment safety.

To set up and put away equipment appropriate to the activities taking place.

Minor maintenance of equipment and facilities.

Cleaning of spillages.

Cleaning of equipment.

Ensuring that all areas are kept clean and tidy at all times, picking up litter and emptying of bins.

To undertake basic minor maintenance to sporting equipment and minor repair.

To ensure appropriate levels of lighting.

To set out rooms as required.

### **Health & Safety**

Health & Safety inspections undertaken and recorded on a daily basis.

Risk assessments updated as and when necessary.

Ensure that facility users adhere to all health and safety instructions and guidelines.

Administer first aid.

Ensure that all guidelines for safeguarding children are strictly adhered to.

Act as a fire marshall in the event of an evacuation.

### **General**

To contribute to the marketing of the facility.

To follow a personal programme of continuing Professional Development.

To put up appropriate displays of posters and literature associated with Sport, Leisure and Healthy Lifestyle.

To contribute to the Sports College Development Plan and the achievement of its aims.

To undertake other tasks as directed by the Director of Sport and/or College Principal.

Attend and participate in relevant meetings as required.

Participate in training/learning activities and performance management as required.

To wear any clothing provided by the employer for use during work time.

### **Other Tasks**

Provide holiday cover for fitness suite.

## **PERSON SPECIFICATION**

### **Essential Qualities:**

- Basic DIY skills
- Sense of humour
- Well organised, good time manager able to meet deadlines
- Application form and accompanying information completed to a high standard
- Evidence of any experience relevant to post
- Ability to contribute to the aims of the Sports College
- ICT, Numeracy and literacy capability
- High level of interpersonal skills, ability to relate well to pupils, colleagues and parents
- Good Role model
- Enthusiastic, positive, pro-active nature
- Ability to work under pressure

- Ability to undertake general administrative duties
- Confidentiality
- Ability to be flexible and versatile in terms of hours
- References which confirm no issues evident in terms of attendance and disciplinary issues and satisfactory standard of work
- Commitment to safeguarding young people, appropriate CRB record
- Willingness to undertake basic first aid

**Desirable Qualities:**

- Previous caretaking experience
- A range of sport related qualifications.
- Knowledge of Health & Safety