Job Description

**Post: Community Facilities Assistant**

|  |
| --- |
| **Salary – A1 £15,487 (pro rata for part time working)** |

Reporting to: Site Manager

Accountable to: Principal

Accountable for: NO STAFF RESPONSIBILITIES

Hours of Work: 9:00am-5:00pm Saturday and Sunday

**PURPOSE**

1. To supervise the running of the outdoor community sports & leisure facilities and liaise with the site manager on grounds maintenance and cleaning services.
2. To oversee a programme of outdoor sports activity, ensuring the safety of the users at all times and challenging negative behaviours by non-participants.
3. To build up trust and respect with the local community to ensure positive use of the facilities at all times.
4. To help ensure that the academy sports facilities are continuously a safe, clean, hygienic and maintained working environment.
5. To ensure that facilities are set up according to user needs and act on user requirements.
6. To fulfil any additional related duties instructed by the Community Programme Manager or Site Manager
7. To support the Academy in fully implementing relevant Academy policies and procedures to a high standard especially those relating to Health and Safety.

**ROLES AND RESPONSIBILITIES**

1. **General**

* To create and maintain a safe and pleasant sports facility environment (outdoor grounds specifically) in which activities can take place and the Academy’s purposes pursued.
* To ensure by one’s attendance when on duty that there is always a presence on site (Outdoor facilities) during opening hours/ shift to oversee day to day requirements and respond to any premises matters arising.
* To assist in ensuring that the building and grounds are secure and safe at all times and that reporting and recording systems exist to monitor and highlight defects, incidents and risks.
* To oversee a programme of activity and to work with the local community to respect the rights of customers/paying users.
* To develop a relationship/partnership with all members of the community with regards to utilising the facilities in a responsible manner.
* To ensure that legislative requirements, particularly with regard to Health and Safety of premises are complied with.
* To liaise and when required supervise premises contractors providing services within the Academy.
* To be responsible for ensuring that the Academy is opened and closed and made safe and secure at the end of the day/shift.
* To keep abreast generally of relevant developments in facilities and premises management especially health and safety matters as part of continued professional development.

**2. Health and Safety**

* To ensure the safety of buildings and grounds at all times by the deployment and development of appropriate systems and operations.
* To keep abreast of new developments and changes in Health and Safety relevant to the post

**3. Other**

* To ensure that the Academy looks clean and at all times but especially in public areas portrays a clean, hygienic and professional impression.
* To undertake any other duties as directed and appropriate to the post when required.

**In addition to the above specific duties all staff are required to:**

* Participate in Performance Review.
* Promote and implement equality and diversity.
* Comply with legislation and adhere to Manchester Communication Academy's policies and procedures.
* Have due regard for safeguarding and promoting the welfare of children and young people.
* Contribute to the fulfilment of Manchester Communication Academy's vision, ethos and strategic plan.
* Participate in professional development and fulfil contractual obligations.
* Attend appropriate meetings, both within the Academy and as appropriate to your role.
* Respect confidentiality. Confidential information should be kept in confidence and not released to unauthorised persons.

*All responsibilities outlined in this job description are subject to review and change.*

**PERSON SPECIFICATION**

**JOB TITLE:Assistant Site Manager**

**CRITERIA** Applicants should be able to provide evidence of their ability to meet the following criteria.

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | **Essential** | **Desirable** |
| **Qualifications** | |  |  |
| 1 | Good basic education to GCSE level in literacy and numeracy, or the equivalent | \* |  |
| 2 | Other relevant professional qualifications |  | \* |
| **Experience and Knowledge** | |  |  |
| 3 | Experience of Sports/Leisure Industry |  | \* |
| 4 | Experience of working in a similar field in an Academy/school environment or similar and the ability to empathise with people from disadvantaged communities |  | \* |
| 5 | Experience of assessing risk in any premises related situation | \* |  |
| 6 | Experience of handling finances | \* |  |
| 7 | Experience of ensuring premises security | \* |  |
| 8 | Experience of ensuring the day to day business continues within the requirements of all Health & Safety Legislation making the site safe and secure for all staff, students and visitors | \* |  |
| **Competencies - Personal Qualities, Skills and Attitudes** | |  |  |
| 9 | Evidence of effective organisational skills | \* |  |
| 10 | Ability to liaise, plan and co-ordinate with contractors | \* |  |
| 11 | Good all round skills with regard to organisation and administration | \* |  |
| 12 | Knowledge of Health and Safety | \* |  |
| 13 | Knowledge of building maintenance | \* |  |
| 14 | Good communication skills, both orally and in writing | \* |  |
| 15 | Ability to respond to emergencies in a calm and professional manner | \* |  |
| 16 | Ability to issue clear, concise instructions to contractors | \* |  |
| 17 | Ability to communicate effectively and develop professional relationships internal and external colleagues | \* |  |
| 18 | Ability to use Information and Communication Technology (ICT) to manage provision and maintain data | \* |  |
| 19 | Ability to work effectively as a team member and team leader | \* |  |
| 20 | Ability to reflect on own skills and knowledge, and to seek opportunities to develop | \* |  |
| 21 | The imagination and creativity to contribute to the realisation of the Academy vision | \* |  |
| 22 | The will to model the values of the Academy at all times and to generate a shared purpose | \* |  |
| 23 | A commitment to community cohesion and social inclusion | \* |  |
| 24 | Personal resilience and determination to achieve the highest standards for yourself and others | \* |  |

© Manchester Communication Academy 2010

Manchester Communication Academy

Registered Office: 81 Newgate Street London EC1A 7AJ

Registred in Enland no: 06754335