

Sports Centre Assistant (Full-Time, Full-Year) Sports Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1460 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint a Sports Centre Assistant for our Sports & Conference Centre. Responsibilities will include overseeing the weekday operations of the Sports Centre and other duties around the school.

OUTLINE OF POST:

Under the day-to-day line management of the Sports Centre Duty Manager, and the general direction of the Facilities Coordinator, to ensure the smooth running of the Sports Centre and to support events across the School site. To ensure a high profile customer image is portrayed to visitors and staff at all times.

MAIN DUTIES AND RESPONSIBILITIES:

- Assist the Director of Sports and the Sports Centre Duty Manager in ensuring the Sports and Conference Centre is a well regulated, supervised, safe and exciting environment.
- Stay fully conversant with Sports Centre Health and Safety matters and remain up to date with "good practice".
- Be conversant with all operating procedures for the Sports Centre including such items as swimming pool water quality checks, etc.
- Under direction from the Duty Manager ensure daily that all fire and emergency equipment and notices remain in full working order and that the facility is efficiently evacuated in the event of an alarm.
- Ensure Health & Safety protocols are followed at all times by all staff.
- Assist the Sports Centre Engineer to ensure the highest standards of maintenance throughout the building.
- Assist the cleaning staff to ensure the highest standards of cleanliness are maintained.
- Carry out routine gym cleaning.
- Maintain all equipment to a safe and operational standard and ensure that stores are kept ordered and tidy.
- Report any damages in the Sports Centre immediately to the Duty Manager and assist, where required, with appropriate repairs or replacements where necessary.
- Under direction from the Duty Manager ensure the continuous manning of the Sports Centre front desk and the monitoring of CCTV systems.
- Ensure the control of all keys and their availability to duly authorized staff only.
- Under direction from the Duty Manager oversee any outside contractors working in the Sports Centre and ensure they comply with all H&S and child protection protocols.

- Provide support to events across the School site as required, including the manual handling of furniture and equipment.
- Carry out lifeguarding and other such duties as required.
- Engender a workmanlike, supportive and happy environment so that all users from the School, organising bodies, clubs and the general public experience a caring and helpful Sports Centre staff.
- Carry out other similar or related roles as may be required from time to time by the Headmaster, Second Master or Estates Manager.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Educated to 'A' Level or equivalent
- Excellent verbal and communications skills
- Experience of sports centre management
- Knowledge of sports centre operating procedures
- Knowledge of relevant Health and Safety legislation
- A high standard of administrative skills and reasonable IT literacy
- Flexibility, adaptability and a 'can do' attitude
- Good humour and the desire to achieve the highest standards.

Desirable

- Experience in customer services or similar environment
- Ideally life guard qualified or an interest and aptitude for gaining this qualification.

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24 hour advice line for all staff
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, full-year contract.

The Sports Centre Assistant will work 5 days per week. The hours are 6.30am to 3.30pm, 7.00am – 4.00pm or 09.00am – 6.00pm or (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be agreed with your line manager and mutually agreed in advance.

The salary Point 12 on the Whitgift Foundation Support Staff Salary Scale.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed on a daily basis and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.

March 2018