



Job Description

Post: Sports Support Technician - High Leisure AAAE 5005

Salary Scale: Grade 3-4, Cheshire East Council NJC Pay Structure

Purpose of Post

Operating within the school's support staff structure, the post holder will provide safe, efficient and effective support for our community lettings business (High Leisure), and the PE Curriculum Team, the post holder will support the team by ensuring the effective use and care of equipment and the setting up and general preparation of sports areas.

This fixed term post provides support for High Leisure functions occurring, including weekends. Flexible working hours are required to ensure the effective and efficient operation of High Leisure, to work on a shift basis in order to cover both curriculum and community facility use 7 days per week.

To whom responsible

Community Lettings Manager

Principal Duties

Under the leadership of the Community Lettings Manager, supervising the safe, effective and efficient management of High Leisure operations occurring 5 days out of 7 including:

- undertaking of key administrative functions including maintenance of bookings
- use and care of equipment and general preparation of sports areas
- management, maintenance and storage of resources and equipment
- deployment and supervision of staff
- management and supervision of community users
- ensuring appropriate safeguarding and health and safety measures are in place

Where appropriate supporting other curriculum provision occurring at the weekend including sports fixtures and educational visits where appropriate

Ensuring high standards of safety, security, presentation, hygiene and cleanliness across the school site including:

- contributing to grounds and facility management where appropriate
- contributing to monitoring of school security systems including CCTV and Paxton locks where appropriate

Monitoring of areas of curriculum and community provision occurring during the weekend

Responsibility, when appropriate, for locking and unlocking school premises and ensuring the operating of security alarms.

Operating within lone worker guidelines where appropriate.

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Head teacher from time to time, up to or on a level consistent with the Principal Duties of the job.

Notes

Health and Safety

To take all reasonable steps to ensure the Health and Safety of students and staff within the teaching base environment.

To promote and safeguard the welfare of students in accordance with the school's child protection policy.

Local Authority Flexibility Policy

Notwithstanding the detail in this job description to undertake, in accordance with the Policy, such work as may be determined by the Headteacher from time to time, up to or on a level consistent with the Principal Duties of the job.

'No Smoking' Policy

The school is an entirely 'no smoking' environment.

Review

This job description will be subject to review annually at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.

Signatures

Please sign both copies of this job description and return one copy to the Personnel team at Wilmslow High School.