LAURUS

TRUST

Job Description & Person Specification

Sports Centre Assistant





Sports Centre Assistant

Salary: NJC Scale 1

Purpose of the post: Responsible to the Sports Centre Manager, to assist in organising a programme of activities to meet the community needs. The person appointed will represent the Trust / School during community lettings periods and will therefore be expected to display a high level of reliability, organisational and communication skills. The role will involve working evenings, weekends and school-holiday periods so a flexible approach to working hours is essential.

The role will include face-to-face interaction with community users, together with the day-to-day, cleaning, setting up and supervision of sports facilities. The post holder will be expected to assist in co-ordinating the efficient running of school community lettings programmes. The post holder will be required to clean the premises before, during and after use and will liaise with the heads of the school PE Department to ensure smooth operation/changeover between school and community use.

Reporting to: Sports Centre Manager and Director

SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

KEY AREAS

Duties

- Customer services, meeting and greeting lettings users, answering telephone and email enquiries and taking bookings.
- Open and close the school facilities on occasions during community lettings periods (evenings, weekends and school holidays).
- Ensure all equipment is set-out and put away properly before each booking and that the facilities remain safe, clean and tidy at all times.
- To carry out daily cleaning duties, before, during and after centre use, using machinery and cleaning equipment, to ensure a clean and hygienic facility is maintained.
- Maintain the security of the community facilities by ensuring that all entrances and exits remain secure and that access to the facilities is only granted to members and guests of the hiring club or group.
- Liaising with P.E. Department on a regular basis to ensure smooth running of day to day operations.
- Willingness to travel between Laurus Trust sites if needed.
- Adhering to the Trust Lone Working Policy.
- Assisting with the Health and Safety requirements associated with the centre.
- To undertake First Aid and defibrillator training and any job related Health and Safety training when required.
- Supervise the vacation of the premises at the end of the lettings period, ensuring all lights are switched off, doors and windows are locked and any appropriate alarms are set.

- Undertake such duties as are within the scope and spirit of the job purpose, the title of the post and its grading, as requested by the Sports Centre and/or Estates Caretaker.
- All duties and responsibilities must be carried out with due regard to the Trusts / School's Health and Safety Policy.
- Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.
- Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Job Activities

General

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for safeguarding the welfare of students in the school.
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

Person Specification

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
1. Education and training	A good standard of general education Minimum Grade C in Maths and English	Sports related qualification.	Application Form/Interview
2. Relevant Experience		Basic cleaning skills	Application Form/Interview
3. Special Knowledge and skills	Ability to understand basic Health & Safety regulations Communication skills 1 Must be able to receive and understand oral instructions 2 Must be able to write and fill in daily checks forms Organisational ability. Must be able to organise workload with the Sports Centre Manager and be self-motivated. Computer literate – must be able to use basic bookings systems.	Skills to carry out daily maintenance tasks	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview
4. Additional Factors	Must be able to move equipment correctly. (e.g. badminton posts, table tennis tables) Must be available to work evenings and weekends and to be flexible to cover school holiday day time lettings Must be available to open up at weekends as required Must be willing to undertake First Aid Training and any other training deemed necessary for the role	Own transport	Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview Application Form/Interview

JE February 2019

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Laurus Trust
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laurustrust.co.uk