

Job Description for Failand Sports Centre Assistant

Applications are invited for the part-time post of Failand Sports Centre Assistant, at the Bristol Grammar School Sports Grounds located on Clevedon Road, Failand, BS8 3TL to start asap.

Job Role Specification

Post: Failand Sports Centre Assistant
Line Manager: Sports Facilities Lettings Manager

Purpose/Summary of the role

To act as the main point of contact for customers using the site, and to supervise the appropriate use of the facilities to ensure a smooth and efficient operation. The role will involve lone working.

Failand Sports Grounds

The Sports Centre Assistant will be responsible for the implementation of the Failand Sports Ground bookings during their shift, ensuring that all equipment is set out in time for the customers' scheduled booking and that changing rooms are kept to a high standard of cleanliness. The facilities include a brand new 3G astroturf pitch, two astroturf pitches, a number of grass pitches and a state-of-the-art Sports Pavilion equipped with changing rooms and a function room. With a number of different sports taking place at Failand it is possible that the Sports Assistant will be required to help set up areas for a number of different sports during their shift.

The Sports Assistant will be the primary key-holder during their shift and will ensure the security of the site at this time. At the end of the shift you will be required to clear all users from the site before securely locking the building and grounds. The Sports Assistant will report any incidents to their line manager and to the ground staff. They will also be required to resolve any problems that may occur during their shift, if possible.

During quiet periods all sports assistants will be expected to take on a general cleaning responsibility, including emptying bins, litter picking, sweeping and hoovering.

There may be occasions where evening events will continue to run until late into the night (usually Saturdays). The Sports Assistant will be required to assist in the operation of the event and be willing to work late nights if required.

Duties and Responsibilities

- Opening and closing of the facilities.
- Ensure the smooth running of the facilities, during operational hours, to the highest of standards.
- Greet customers in a friendly and professional manner, ensuring high standards of customer service.
- Usage and security of the car park is monitored.
- First point of contact for customer queries and problems.
- Set up and take down all sports equipment in accordance with the daily bookings
- Distribution and collection of sports equipment, making sure each piece is signed in and out properly.
- Ensure all public areas and displays are kept neat and tidy (this will involve some tidying and cleaning at the end of the shift).
- Ensure changing rooms are kept to a high standard of cleanliness.
- Challenge unauthorised entries and prevent inappropriate use of facilities and equipment.
- Operating floodlights, ensuring they are switched off by 10pm as per the policy.
- Maintain health and safety procedures.

- Report maintenance problems to Ground Staff and Line Manager.
- Provide First Aid when required.
- Record and store lost property items appropriately.
- Keep up to date with the training and requirements of the job role.
- Act in accordance with, and actively promote, BGS' policies and standards.
- Undertake other similar duties as required by your line manager.
- Close down and securely lock the site at the end of the shift.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Failand Sports Centre Assistant, will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable	
Prior experience of working in in the Sport and Leisure Industry	L		D
Keen interest in Sport and Leisure	L		E
Strong understanding and demonstration of customer service skills	L		E
Strong understanding of health and safety issues	L		E
First Aid Qualification already held or prepared to complete the training	L		E
Sport/Leisure Qualification	L		D
Ability to move various sports equipment	E	I	E
The ability to develop good working relationships with all members of the School community, and show strong verbal and written communication skills	L		E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L		E
An enthusiastic and approachable nature		I	E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none"> • Motivation to work with children and young people • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Emotional resilience in working with any challenging behaviour • Professional attitudes to use of authority and maintaining discipline • Understanding of safeguarding and promoting the welfare of young people 	L	I	E

Working hours and conditions

Working Hours

There are weekday evening shifts and weekend shifts available on a weekly basis, flexible with exact shift pattern, to be discussed with candidates at interview.

Salary

In line with national minimum wage levels:

- 18-20 years £6.15 per hour
- 21-24 years £7.70 per hour
- 25 years and over £8.21 per hour

How to apply

To apply please either send your CV or complete an application form, and send to the HR Department, by email BGSHR@bgs.bristol.sch.uk or by post, Bristol Grammar School, University Road, Bristol, BS8 1SR.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.