



Sports Centre Assistant

Job Description

Responsible to: Sports Centre Manager

Salary – Scale 3 point 5 to 6

Aim

To support both the Sport & PE department and community Sports Centre in the provision of the sport and PE curriculum and also take on a role for community sport that is fundamental to the smooth running of the sports centre and sporting facilities.

Role and Responsibilities:

The post holder will support the day to day needs of the Sport & PE Department and Sports Centre

- Set up/prepare equipment prior to sessions
- Maintain/clean equipment stores and containers used for storage of all equipment
- Manage seasonal transition of equipment
- Maintain records/stock check
- Carry out repairs/maintenance on a weekly basis as required
- Monitor all bibs and match kit/arrange for repairs and washing as required
- Arrange for repairs (as agreed) with service engineers
- Be responsible for all loans of equipment
- Maintain stock in first aid boxes (weekly check) and check ice packs (daily)
- Deal with lost property and distribution on a daily basis
- Provide First Aid support to the Sport and PE department and community sports centre.
- During School holidays assist with courses/multi-sports as and when required

The post holder will support the site team as required

- Working with the site team to ensure the **whole school site is** clean, maintained and serviceable, which includes litter collection from whole site, during term time, weekends and school holidays.
- Maintenance of Astro and Tarmac courts, daily rubbish collection on and around the courts, use of a sweeping machine to maintain areas. Also associated duties with

regard to use of courts prior to and following school use. Duties also include the maintenance of field equipment (set up of goals, setting out of pitches and white lining of fields).

The post holder will be required:

- To undertake training as appropriate to the job and associated duties
- To ensure that all Health and Safety regulations are complied with
- Undertake related additional tasks which may be reasonably be required by the Sports Centre Manager, Director of Sport and Curriculum Leader Sport and PE

North Cambridge Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This means that the post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder also has an implicit duty to promote the welfare of all children and young people

Person Specification

Experience of working in a sporting environment	D
Experience of sports coaching	D
A healthy sense of humour and can-do attitude;	E
An interest in sport in education and the community. A belief in the importance and benefits of sport and exercise to self-confidence, discipline and team-working	E
Experience in working with young people	D
Ability to work independently, quickly and efficiently	E
Up-to date knowledge in relation to working with, and the protection of, children and young people;	D
Proven communication, organisational and interpersonal skills;	E
Respect and value the different experiences, ideas and backgrounds others can bring to work and to teams	E
Empathy for pupils, parents, staff and the community	E
Higher order administrative skills	