



Job Description Failand Sports Facility Supervisor

Applications are invited for the post of Failand Sports Facility Supervisor, at the Bristol Grammar School Sports Grounds located on **Clevedon Road, Failand, BS8 3TL** to start in September.

Job Role Specification

Post: Failand Sports Facility Supervisor
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 Failand Sports Facility Supervisor will be responsible for the implementation of the Failand Sports Ground bookings during their shift, ensuring that the site is prepared for public use following the conclusion of the school day, and is maintained to a high standard of cleanliness throughout the shift. The facilities include a 3G astroturf pitch, two astroturf hockey 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 Failand Sports Facility Supervisor will be required to help set up areas for a number of different sports during their shift.

The Failand Sports Facility Supervisor 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 Failand Sports Facility Supervisor 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 the Failand Sports Facility Supervisor will be expected to take on a general cleaning responsibility, including emptying bins, litter picking, hoovering and sweeping changing rooms.

There may be occasions where evening events will continue to run until late into the night (usually Saturdays). The Failand Sports Facility Supervisor 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 (where required).
- Ensure all public areas and displays are kept neat and tidy (this will involve some tidying and cleaning during and 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 usage agreement.
- Maintain health and safety procedures.
- Report maintenance problems to Ground Staff, Pavilion Manager 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

There are certain **essential criteria** that we would expect a candidate to possess.

Keen interest in Sport and Leisure
Strong understanding and demonstration of customer service skills and health and safety issues
Ability to move various sports equipment

The following list outlines the further qualities, skills and experiences that the selection panel will be keen to explore with candidates. It is understood by the panel and – we hope – by prospective candidates, that no single person will fulfil every criterion. We encourage candidates who do not “tick every box”, therefore, to apply nonetheless and to be open during the selection process about those areas in which they would wish to develop their skills and experience further.

Prior experience of working in in the Sport and Leisure Industry
Sport/Leisure Qualification
First Aid Qualification already held or prepared to complete the training
The ability to develop good working relationships with all members of the School community, and show strong verbal and written communication skills
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school
An enthusiastic and approachable nature
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

Working hours and conditions

Working Hours

The hours below are our weekly opening hours, the post currently offers 2 shifts a week, exact shift pattern to be discussed with candidates at interview:

- Mondays-Thursdays from 6.00pm-10.00pm
- Fridays from 5.30pm-9.30pm
- Sundays from between 9.00am-4.00pm
- Potential extra weekday and weekend shifts available during school holidays, or to cover sickness and holidays
- The rate is £11.70 per hour

Candidates must have own transport and be able to travel to the Bristol Grammar School Failand Sports Grounds located on Clevedon Road, Failand, BS8 3TL to start in September.

Application details

To apply please visit our website, [employment opportunities section](#). On the role specific page there is an 'Apply now' button which will take you into the online application process.

The closing date for applications is 01 September 2024.

Applications will be reviewed once submitted and suitable candidates may be interviewed before the closing date. The School reserves the right to withdraw the position if an early appointment is made, therefore applicants are encouraged to apply early if interested.

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.