

Safeguarding Statement

Hodge Hill College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be requested to apply for Enhanced Disclosure from the Disclosure Barring Service, although a criminal record will not necessarily be a bar to obtaining the position.

Post Title: Facilities Assistant (for Sports Community Facilities)

Salary: £8.30 per hour (approximately)

Grade: Grade 2

Hours: Casual hours on weekends and/or evenings.

Responsible to: Community sports facilities manager.

Job Purpose: Maintaining a high standard of service for our sports facility, through high standard customer service and maintenance of facilities by taking a proactive approach to the job.

Duties and Responsibilities:

1. General

- Assemble and dismantle equipment promptly and safely according to the facility activity programme, ensuring that equipment is stored and secured correctly.
- Cleaning of premises regularly during specific hours of work (changing rooms, toilets, shower areas and mopping corridors) and equipment, ensuring that the highest possible standards of hygiene are maintained throughout the day.
- To undertake any relevant training as required.
- Report any serious problems/incidents to the community sports facilities manager.
- Direct customers to their booking area.
- Respond to emergency situations e.g. first aid, fire evacuations.
- Report any defects and damage to any equipment or furniture to the community sports facilities manager.
- Assist in the reception area
- Ensure compliance with Health and Safety legislation generally, but also Council and School Health and Safety policies.
- Regular swimming pool checks e.g. cleanliness, chlorine levels etc.
- Supporting and adhering to School Lettings Policy.
- Securely opening and closing the building, outside facilities and main gates.

- **2. Specific**

- If the school premises are used during evenings and weekends for school activities and by outside hirers, the post holder will be expected, by mutual agreement with the BSS, to share with others attendance during lettings.
- To exhibit willingness to take responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
- To ensure all tasks are carried out with due regard to Health and Safety.
- To adhere to the ethos of the school:
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parents evenings including wearing formal/business attire on occasions

The above mentioned duties are neither exclusive nor exhaustive of the duties and responsibilities of the post holder. The post holder may be required to carry out duties appropriate to their grading as per request of the community sports facilities manager.

First Aid and Critical Incidents

- Act as additional Emergency First Aider for the school
- Assist with First Aid/welfare duties,
- Replenish First aid boxes in department
- Assist in the swift and orderly evacuation of the school
- Act as Fire Marshall or Deputy Fire Marshall –including carry registers / emergency equipment/clearing areas (as per the Critical Incident Policy) to the muster point

Meetings & events

- Attend and participate in such Staff Meetings / other working groups as are appropriate to the role
- Attend in school and out of hours functions to provide onsite support

Professional Development

- Attend and participate in training and staff development programmes as per the school's Staff Development Policy

Other Duties

- Be aware of and adhere to school policies and procedures as set out in the staff handbook and other documentation available, including safeguarding, child protection, Health & Safety, Staff code of conduct, data protection etc. reporting any concerns to an appropriate person
- Appreciate and support the role of other professionals
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Any other reasonable tasks commensurate with the role
- This post is one of continuous development and the post holder will be encouraged to develop skills and capabilities, including participation in projects and training events. Accordingly, the range of duties and responsibilities outlined above may change from time to time to reflect the changing needs of the organisation.

Signed: (Line Manager) Date:

Signed: (Job Holder) Date:

It is the school's usual practice to review support staff job descriptions every 12 months as part of the Performance Management Process. This timeframe is for guidance only.

PERSON SPECIFICATION
Casual Assistant Building Services Supervisor

CRITERIA	ESSENTIAL	DESIRABLE
EXPERIENCE (Relevant work and other experience)	<ul style="list-style-type: none"> Knowledge of pool safety checks or willingness to learn. 	<ul style="list-style-type: none"> Experience within the leisure industry, either in the public or private sector. Experience with cleaning materials Skills at operating vacuums/buffer
SKILLS AND ABILITIES (e.g. written communication skills, dealing with the public)	<ul style="list-style-type: none"> Must be able to handle cash and prepare ready for banking Deal with members of the public and ensure effective customer service is given Communicate clearly with users of the sports facilities Written communication skills You must be able demonstrate your suitability to work with children and that this will include motivation, ability to maintain appropriate relationships with children, emotional resilience to challenging behaviour, and attitudes to the use of authority and maintenance of discipline (as part of the safeguarding process) This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent spoken English is an essential requirement for the role. 	<ul style="list-style-type: none"> To work within a team with others if needed
EDUCATION/QUALIFICATIONS NB Full regard must be paid to overseas qualifications	<ul style="list-style-type: none"> First Aid Trained or willingness to obtain Levels of Numeracy and Literacy to a minimum of GCSE level 	<ul style="list-style-type: none"> Appropriate Sports Qualifications
OTHER	<ul style="list-style-type: none"> Available for duty as necessary during opening hours of establishment. To be residential where required 	<ul style="list-style-type: none"> Pleasant appearance and speech Enthusiastic

	<ul style="list-style-type: none"> ▪ Ability to discharge manual handling elements of the job with appropriate aids and equipment ▪ Acceptable appearance and speech 	
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All offers of appointment are subject to:

- a) Satisfactory medical clearance.** All successful candidates complete a medical questionnaire and maybe required to pass a medical examination.
- b) Satisfactory references.** One of which should be your line manager in your present or most recent employment, or if you are at school, college or university leaver, your Headteacher or Tutor.
- c) Confirmation of correct National Insurance number** through checks with the relevant government agencies
- d) Criminal records clearance at the enhanced level**
- e) Eligibility to work in the UK** by providing a relevant document as specified by the Asylum and Immigration Act 1996
- f) Evidence of qualifications** outlined on your application form