

Sports Club and Facilities Assistant Job Description and Person Specification

Post: Sports Club and Facilities Assistant

Remuneration: £11.19 per hour

Responsible to: Community Facilities Manager

Status: Casual appointment, zero-hours contract.

Main purpose of post

To work as part of the support team in helping the academy in attaining its aims and objectives by providing timely and effective assistance and early morning support as required for the Petchey Academy Sports Club.

MAIN OBJECTIVES

- Manage bookings for the Petchey Sports Club and community facilities
- Providing excellent customer service to customers and managing their use of the facilities, maintaining professionalism at all times.
- To ensure maximum usage/income of all resources and to programme, organise, promote, and coordinate all activities and facilities.
- To ensure the building and facilities are fit for purpose and work alongside the cleaning team to ensure a good standard of cleanliness
- Ensure security of the academy facilities is maintained
- Deal efficiently with any situations that may arise and report fully to the Community Facilities manager
- Use the systems in place to record incidents and issues affecting the Sports Club and community facilities
- To be responsible for the organisation, monitoring and return of sports equipment
- Support the academy facilities team with light facilities work as appropriate
- To work effectively as a team player of a multidisciplinary team

OUR COMMITMENT TO SAFEGUARDING

The Petchey Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment.

All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Petchey Academy is committed to promoting equality for all students and employees.

Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.

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PERSON SPECIFICATION:

The successful candidate will:

- Be educated to at least A Level or equivalent
- Have necessary ICT skills
- Have some experience of working in a sports or fitness environment
- Have excellent customer service skills
- Good interpersonal skills
- Ability to form good working relationships
- Ability to motivate others

Be able to:

- Work safely and comply with Health & Safety legislation.
- Undertake a range of maintenance tasks
- Able to work independently and as a member of a team
- Be flexible to changing circumstances
- Commit to achieving high standards of cleanliness and hygiene
- Experience of dealing with people politely and courteously.

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