



JOB DESCRIPTION

JOB TITLE	Sports Centre Officer – Weekend cover
SCALE	Scale 2
HOURS	Part time all year round & relief for the holiday sports centre cover officer

Job purpose

To ensure the smooth operation of Foxford Sports Centre bookings - out of school hours to the local community.

Duties and Responsibilities

1. Ensure the facility/equipment is fit and clean for use by users, taking necessary actions to achieve this.
2. Provide a courteous reception service to the users of the centre. Ensuring that the facilities are well presented.
3. Ensuring the correct assembling, dismantling and moving of equipment as required.
4. To carry out pool water test at scheduled times to ensure chemical levels are within parameters and take appropriate action.
5. Maintain appropriate records of attendance and finance systems for monitoring usage of the Centre.
6. Maintain relevant levels of equipment and stationary as required, receiving and checking incoming stock and notifying the Facility's Manager when equipment needs repairing or replacing and stock needs ordering.
7. Opening and securing the school facilities, including the setting and disarming of alarms. Carry out a visual site check at weekends and during holidays to ensure site is secure and take appropriate action if required.
8. Carry out occasional handy person duties to maintain equipment with in safe procedures.

9. Carrying out necessary work to ensure the Centre is clean during opening hours and also ready for school usage the following day.

Post holder reports to: Facilities Manager

Postholder responsible for:

Particular Note

This job description reflects the duties and task appropriate at the time it was drawn up. Such duties may be varied from time to time without changing the general character of the post or the level of responsibilities entailed.

This School is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expect all staff and volunteers to share this commitment.

All posts within this School are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Disclosure and Barring Service.

All duties and responsibilities must be carried out with due regard to the School's Health & Safety Policy

Duties which include the processing of any personal data must be undertaken within data protection guidelines.