

BROMSGROVE SCHOOL

SPORTS FACILITIES ASSISTANT

We currently have an opportunity for Sports Facilities Assistant/s to work under the direct supervision of the Sports Facilities Supervisors at weekends.

The School is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the DBS.

JOB DESCRIPTION	Sports Facilities Assistant (part time)
Line Manager:	Commercial Manager
Hours of Work:	22 hours per weekend as per contracted shift pattern (two weekends out of three)
Salary:	£11.00 per hour
Holidays:	25 days pro rata annual leave plus 8 statutory bank holidays with a further 2 days annual leave after 5 years' service

MAIN DUTIES

1. To provide support in all aspects of the day to day operation of the Sports Facilities in order to provide and develop a high quality, customer focussed, cost effective and efficient service.
2. Supporting the Sports Facilities Supervisors in the organisation, programming and evaluation of all coached and taught session during school priority times, public use of the sports facilities, courses, classes and special events.
3. To deputise for the Sports Facilities Supervisors in their absence and to have delegated responsibility for some aspects of the day to day operation of the Sports Facilities for which the post holder is responsible which may include staffing, building control, equipment control, all operational and emergency procedures, health and safety, security and financial control.
4. To act as the Sports Facilities Assistant as part of a staff rota and for ensuring the safe, smooth and efficient operation of all aspects of the Sports Facilities at these times.
5. To open and lock up all facilities when required. The post holder will be expected to act as a nominated key-holder and, as such, will respond to call outs by colleagues and/or police. In addition, there will be an expectation to work evenings, bank holidays and weekends.
6. The supervision of other subordinate staff in carrying out their coaching, teaching and day to day duties
7. To use own initiative and maintain a professional manner at all times, promoting a high public profile and customer care image on behalf of Bromsgrove School.
8. To assist the Sports Facilities Supervisors in the day to day management and control of the centre's finances ensuring compliance with the School's financial regulations and the achievement of all financial targets
9. To organise, promote and manage programmes and developments within the Sports Facilities.
10. To follow requirements of daily audit sheet and sign off on completion with any comments where applicable.

11. To promote and maintain good communication with the School's PE staff and other relevant colleagues and external customers.
12. To undertake any other duties comparable with the level of the post.
13. To immediately report any unusual pool water results to the estates department and, if necessary, close the pool.
14. To record all accidents or injuries in the accident report book and report as required to the School's health & Safety Officer.
15. To ensure that all areas of the Sports Facilities are left clean and tidy at the end of the shift.
16. To cover for holiday/sickness when required.
17. To undertake all training and/or courses deemed necessary by line manager.
18. To ensure that all practices as shown in PSOP, NOP and the EOP are understood, followed and adhered to.
19. To undertake such reasonable work as deemed necessary in the interest of the school.
20. To meet individual performance and personal development targets agreed through the Personal Development Review Process, learn from experience and be committed to continuous improvement individually and as an employee of the Council
21. A supplied uniform is required to be worn at all times.

PERSON SPECIFICATION:

Qualifications:

Desirable

Willingness to undertake further job related training
 IT skills sufficient to manipulate data and produce reports
 Basic knowledge of Health & Hygiene
 National Pool Lifeguard Qualification (NPLQ)
 Pool Plant Operators Certificate (PPO)
 First aid at work
 Sports teaching/coaching qualifications
 Membership of a relevant professional body

Work Experience and Vocational Training :

Desirable

Experience of working in a complex sports and leisure centre (preferably within a school environment)
 Experience in the successful delivery of customer care in a complex sports and leisure environment
 Experience of plant room operation, water testing and water treatment
 Able to undertake day to day related activities with a minimum of supervision
 Experience of handling money
 Evidence of on-going professional and managerial development

Key Qualities (knowledge, skills, abilities)

Essential

Ability to work flexibly, with others and to tight deadlines
 Ability to use computerised cash register
 Keen interest in sport
 Physically fit
 Self motivated
 Display energy, enthusiasm and initiative

Desirable

Communication skills sufficient to establish and maintain effective relationships with all stakeholders.

Written skills sufficient to convey information in a clear, concise and jargon free style.

Good interpersonal skills

Willingness to learn new skills

Good organisational skills

How to Apply

If you would like to discuss the role please contact the Commercial Manager, Mr Paul Felton on 01527 572129.

Please complete the online application form.

The successful candidate will be subject to DBS checking and receipt of references before an offer can be made.