



SPORTS FACILITIES ASSISTANT

Job Description & Person Specification

January 2026



WOLLASTON SCHOOL

SPORTS FACILITIES OPERATIVE JOB DESCRIPTION

NAME OF POST HOLDER:

Job Title:	Sports Facilities Assistant – Weekend Cover 2 x posts
Hours:	<p>Casual Contract – Weekend Cover</p> <p>Final hours to be agreed & will be subject to current programme of lettings, however the hours will primarily be weekends to cover the management of the 3G pitch out of school hours.</p> <p>The expected initial shift patterns to be covered between the 2 posts are likely to be :</p> <p>8.30am to 1.30pm – Saturday and Sunday 1.30pm to 6.30pm - Saturday and Sunday</p> <p>This will be dependent on the bookings for the pitch. Some additional cover during the week in the evenings may also be required.</p> <p>When fully operational the 3G pitch opening hours will be 5pm to 10pm, weekdays and 9am to 6pm on weekends.</p> <p>NJC Grade C, hourly rate £12.65.</p> <p><i>(The above hours are subject to change to mirror operational / meeting requirements).</i></p>
Reports to:	Sports Facilities and Lettings Manager, Wollaston School
Direct reports:	None
DBS Disclosure Level:	Enhanced
<p>Job Purpose:</p> <ul style="list-style-type: none"> • Assist the Sports Facilities and Lettings Operative with the site’s Programme of Use across the 3G pitch, MUGAs, existing pitches and pavilion, identifying opportunities to grow participation in grassroots sport. • Provide an on site presence to manage and oversee the lettings and facilities over the weekend period. • Deliver excellent customer service, and in particular positivity towards girls football • Assist the Sports Facilities and Lettings Operative in ensuring the facility complies with Health & Safety legislation through risk management audits and inspections to identify areas of repair and/or improvement. • Ensure safeguarding remains at the forefront for all users. 	

Responsibilities:

Site Management & maintenance

- Coordinate and prepare all facility requirements to ensure a first-class customer experience, in line with the facility's operating policies and procedures.
- Open up/Lock up and be responsible for the premises when on shift.
- Set up, take down and store equipment for intended use as required for the facility use.
- Maintain tidiness and ensure all areas (including changing rooms) are clean and ready for use.
- Take emergency action in the event of an incident, involving the Sports Facilities and Lettings Manager for more serious cases.
- Manage any misuse of the facilities, ensuring correct footwear is worn and the environment is comfortable for all users.
- Help manage the facility booking processes, utilising the FA required online booking system
- Act as first point of call for queries when managing the facilities when on shift.
- Contribute to the facilities risk assessments as necessary to ensure the safe and efficient operation and use of the facilities.

Sports Development

- Work with the Sports Facilities and Lettings Manager to identify opportunities to maximise bookings and revenue income.
- Undertake general administrative duties that contribute to the effective management of the facility.

Customer Services

- Be an advocate for the facility, ensuring exceptional levels of service at all times through the creation of a clear customer services KPI.
- Build good working relationships with all partner clubs and organisations.

Safeguarding

- Awareness of all the County FA policies and procedures, and how they align with the school Safeguarding policies and procedures.

Wollaston school is committed to safeguarding and promoting the welfare of children and young people. We expect all our staff and volunteers to share this commitment. The possession of a criminal record will not necessarily prevent an applicant from obtaining the post, as all cases are judged individually according to the nature of the role and the information provided.

Signatures

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed

Sports Facilities Assistant

Signed

Head of School

Dated

Dated

Review arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that, over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed.

Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

PERSON SPECIFICATION

Person specification	
Qualifications	
Essential <ul style="list-style-type: none"> • Educated to A Level or equivalent 	Desirable <ul style="list-style-type: none"> • A qualification related to sports facility / leisure management • Qualified First Aid at work • Driving licence
Experience	
Essential <ul style="list-style-type: none"> • Experience of working in a sports / leisure facility • Experience of working with partner organisations (for example clubs, schools, Councils) • Experienced using Microsoft Office 	Desirable <ul style="list-style-type: none"> • Previous experience of grassroots football • Experience of online marketing / social media and creating content • An awareness of on-line booking systems and how they work
Skills & knowledge	
Essential <ul style="list-style-type: none"> • Strong interpersonal and customer services skills • Friendly & approachable personality • Well-organised, strong attention to detail and can-do attitude • Working experience using Microsoft Office 	Desirable <ul style="list-style-type: none"> • Understanding and knowledge of the Health & Safety requirements within a sport / leisure facility • Knowledge of The FA's Grassroots Football Strategy
Enhanced DBS Check required?	Yes