

JOB DESCRIPTION

Job Title: Gym and Sports Facility Assistant	Pay Scale: PPS3 Hours of work:- (weeks/Hours) Casual contract evenings & weekends
Normal Place of Work: The Priory Pembroke Academy	Line Manager: Sports Facilities & Lettings Manager
Role Summary: To aid the Sports Facilities and Lettings Manager in ensuring that the academies sports and community facilities are run effectively in a supporting capacity as directed. To ensure safe and effective day to day operations of the facility including interaction with customers and staff.	

DUTIES AND RESPONSIBILITIES

- Professionally and effectively communicate with members of the public, facility users and other employees.
- Carry out opening and closing checks of the facilities as directed by the APCDM including opening /closing and securing buildings.
- To work as part of a team to ensure that the facilities are run smoothly to maintain a good working relationship.
- Ensure the facilities are well presented and regular checks are carried out to ensure the facilities are appropriate for use.
- The post holder must, at all time, carry out their duties to comply with the policies, standing orders, financial regulations, employee codes of conduct, procedures and the constitution of the employer.
- Book facility inductions and programmes using a diary in addition to making general facility bookings.
- To ensure the use of equipment in the fitness suite.
- Ensure the facilities are well maintained, clean, safe and fit for purpose at all times, in accordance with the cleaning regime and maintenance programmes.
- To promote gym membership packages and lettings of facilities to potential customers.
- Cash handling duties.
- Keep management informed of any accidents/incidents which occur on shift, and to report any situation which may be a Health and Safety hazard.
- Directing facility users regarding the safe usage of the facility.
- Assist the facility ensuring it is maintained and kept clean.

Generic Responsibilities

- To represent and promote Trust values internally and externally.
- Ensure that The Trust's internal customers receive an excellent customer service experience in all dealings with the service.
- To deliver your day to day duties consistently with the agreed service level.
- To actively promote and act, at all times, in accordance with Trust policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Commitment and contribution to improving standards for pupils as appropriate.
- Contributing to the maintenance of a caring and stimulating environment for pupils.
- To undertake other duties commensurate with the job level.

Elements of this job description may be changed following consultation with your Line Manager.

KEY RELATIONSHIPS

The post holder will be expected to develop and maintain good relationships with:

• Headteacher, SLT and all academy staff	To develop team working
• Internal and external customers • Outside agencies	To continuously promote the Academy values

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH

AND

SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

A flexible approach to working is expected as most aspects of the role need to be carried out in the evenings and at weekends.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

EQUALITY, DIVERSITY AND INCLUSION

The Priory Federation of Academies Trust is committed to maintaining a diverse workforce and an inclusive environment for all. Our aim, embedded in the Trust Values, is to enrich our workforce at every level and we encourage applications from all under-represented groups.

Person Specification – Gym and Sports Facility Assistant

		Essential	Desirable	How assessed*
	EXPERIENCE			
1.	Experience in the safe use of the facility equipment and instructing others	x		AF/IV/R
2.	Experience making decisions and recommendations		x	AF/IV/R
3.	Experience handling sports and IT equipment	x		AF/IV/R
4.	Experience with cash handling		x	AF/IV/R
5.	Experience using of sports equipment	x		
	EDUCATION/TRAINING/QUALIFICATION			
6.	GCSE English and Maths Grade A*-C or equivalent	x		AF/CERT
7.	Proficient in the use of email and the internet	x		AF/CERT
8.	Level 2 Gym Instructor qualification		x	AF/CERT
	SPECIAL KNOWLEDGE			
9.	Ability to react to situations and dealing with issues related to work	x		AF/IV/R
	SKILLS - DISPOSITION			
10.	Professional and responsive attitude and behaviour towards colleagues and clients.	x		AF/IV/R
11.	Ability to work on own initiative and as part of a team	x		
12.	Excellent communication skills both oral and written	x		AF/IV/R
13.	Ability to use discretion and give advice to remove users from the site or against participation if deemed necessary	x		AF/IV/R
14.	Ability to use IT at a level commensurate with job role	x		AF/IV/R
15.	Ability to motivate and develop self.	x		AF/IV/R
16.	Must accept and actively support The Federation's agreed values	x		AF/IV/R
17.	A commitment to equality, diversity and inclusion	x		IV/R
	WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			
18.	Ability to work flexibly, including evening and weekend work and to work in different office environments across the sites	x		IV

*Key to how skills are assessed:

AF = Skill assessed via application form
 IV = Skill assessed via interview
 AT = Skill assessed via test/work-related task
 R = Skills assessed via References
 Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee.....

Dated.....