



## Job Description & Person Specification

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**Job Title:** Sports Centre Assistant

**Scale:** Scale 2

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### Job Purpose:

- To assist in the smooth running of the sports centre facilities.
  - To represent the Trust/School during community lettings periods and will therefore be expected to display a high level of reliability, organisational and communication skills.
  - To support the daily interaction with community users along with the day-to-day cleaning, setting up and supervision of gym and sports facilities.
  - To liaise with the Heads of the School PE Department to ensure smooth operation/changeover between school and community use.
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### Reporting Arrangements

**Reporting to:** Sports Centre Assistant Manager and Trust Sports + Community Development Director

**Accountable for:** N/A

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### Main Responsibilities:

- Provide a high level of customer service when meeting and greeting lettings users, answering the telephone, taking bookings and when responding to email enquiries.
- Open and close the school facilities on occasions during community lettings periods (evenings, weekends and school holidays).
- Ensure all equipment is set-out and put away properly before each booking and that the facilities remain safe, clean and tidy at all times.
- Carry out daily cleaning duties before, during and after centre use, using machinery and cleaning equipment to ensure a clean and hygienic facility is maintained.
- Maintain the security of the community facilities by ensuring that all entrances and exits remain secure and that access to the facilities is only granted to members and guests of the hiring club or group.
- Liaising with P.E. Department on a regular basis to ensure smooth running of day to day operations.
- Adhere to the Trust Lone Working Policy.
- Assist with the Health and Safety requirements associated with the centre.

- Undertake First Aid and defibrillator training and any other job-related Health and Safety training where required.
- Supervise the vacation of the premises at the end of the lettings period ensuring all lights are switched off, all doors and windows are locked and any appropriate alarms are set.
- Undertake such duties as are within the scope and spirit of the job purpose, the title of the post and its grading as requested by the Sports Centre and/or Estates Caretaker.
- All duties and responsibilities must be carried out with due regard to the Trusts/School's Health and Safety Policy.
- The role will involve working evenings, weekends and school-holiday periods so a flexible approach to working hours is essential.

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### **Trust Responsibilities:**

- Adhere to all Trust policies and procedures.
- Take responsibility for promoting and safeguarding the welfare of all pupils.
- Demonstrate commitment to the Equal Opportunities Policy, to work positively and inclusively with colleagues so that the Trust provides a workplace and delivers services that do not discriminate against people on the grounds of their age, gender, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- Work flexibly in the interests of the service (this may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities).
- Travel between different sites of the Laurus Trust as required.
- Actively participate in performance reviews at regular intervals in accordance with Trust procedures.
- Undertake training courses organised by the Trust where these will assist in the carrying out of the above duties, develop skills which may be required to fulfil those duties in the future or are required to fulfil legal requirements.
- Refrain from smoking in any areas of Trust premises.
- Behave in a manner that ensures the security of property and resources.
- Demonstrate consistently high standards of personal and professional conduct as defined in The Laurus Trust Code of Conduct Policy.

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### **Safeguarding:**

The Laurus Trust and its affiliated schools are committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. The post holder will be required to complete an enhanced Disclosure Barring Service (DBS) Check with appropriate barred list checks, or the equivalent, and must be eligible to work in the UK.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. This is in line with statutory guidance Keeping Children Safe in Education and The Education Act, we expect all staff and volunteers to share this commitment.

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### **Core Behaviours:**

It's important for all Support Staff to be able to demonstrate some or all of the core behaviours on a regular/daily basis:

- **Adaptable**                    - Open to change, to be flexible.
- **Courageous**                - Willing to speak up, offer ideas, challenge the norm.
- **Hard Working**              - Strong work ethic, prepared to go the extra mile.

- **Inclusive** - Treat others fairly and equally.
  - **Engaged** - Involved/absorbed in your work, participate at all times.
  - **Value** - Add value to your role, your team and the Trust.
  - **Enquiring** - Have an enquiring mind, curious, improve and find solutions.
  - **Motivated** - Pro-active, wanting to achieve goals, willingness to try, can do attitude.
  - **Encouraging** - Giving/offering support and confidence to others, working together.
  - **Navigator** - Providing guidance, leading when necessary.
  - **Tenacious** - Perseverance, never giving up, whatever it takes.
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**Person Specification:**

Attributes	Essential	Desirable
<p><b>Education and Qualifications</b></p>	<ul style="list-style-type: none"> <li>• Sound educational background including GCSE's Maths and English (A*-C) or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>• Sports Related Qualification E.g. Level 2 Fitness Instructor</li> <li>• Must be willing to undertake First Aid Training and any other training deemed necessary for the role</li> </ul>
<p><b>Knowledge and Experience</b></p>	<ul style="list-style-type: none"> <li>• Must be able to move equipment correctly. (e.g. badminton posts, table tennis tables)</li> <li>• Prior experience in a similar role</li> <li>• Experience of delivering to deadlines and achieving set targets to a high standard</li> <li>• Experience of allocating and prioritising workload effectively to gain maximum productivity</li> <li>• Strong IT Skills including Microsoft PowerPoint, Excel, Word and Outlook</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school environment</li> <li>• Experience of working with confidential information</li> <li>• Awareness of current issues in education</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• Ability to understand basic Health &amp; Safety regulations</li> <li>• Must be able to receive and understand oral instructions</li> <li>• Must be able to write and fill in daily checks' forms</li> <li>• Must be able to organise workload with the Sports Centre Manager and be self-motivated</li> <li>• Must be able to use basic bookings systems</li> <li>• Excellent planning and organisational skills</li> <li>• Ability to work independently to organise own workload</li> <li>• Strong interpersonal skills</li> <li>• Highly motivated individual with an innovative approach</li> <li>• Problem solving and analytical skills</li> <li>• Ability to demonstrate engaging oral and written communication</li> </ul>	<ul style="list-style-type: none"> <li>• Basic cleaning skills</li> </ul>
<p><b>Other Qualities</b></p>	<ul style="list-style-type: none"> <li>• Ability to make effective decisions</li> <li>• Ability to work accurately and methodically</li> <li>• Excellent time management</li> <li>• Ability to remain calm under pressure</li> <li>• Flexible</li> <li>• Good team player</li> </ul>	<ul style="list-style-type: none"> <li>• Full driving licence</li> </ul>

	<ul style="list-style-type: none"><li>• Willingness to undertake further training</li><li>• Commitment to safeguarding and promoting the welfare of children</li></ul>	
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