

Job Profile: Sports Centre Senior Assistant



Salary scale:	Grade B3, SCP 7 - 11
Working hours:	27 hours per week (evenings and weekends)
Academy/department:	Lightcliffe Academy, Sports Centre
Responsible to:	Site Superintendent & Lettings Manager
Nature of contract:	Permanent

Job purpose:

- To co-ordinate and supervise the day-to day operations of the sports centre.

Job specific responsibilities:

- Provide day-to-day supervision of the sports centre staff.
- Allocate duties and responsibilities as required, to include the planning and allocation of work as well as checking and evaluating.
- Assist in the training and development of sports centre staff.
- To assist in the implementation of emergency procedures and operational plans where appropriate e.g. evacuation.
- Maintain and respond to requests on the Academies resource booking system
- Ensure that sports areas are adequately prepared for sessions, both within and outside school hours.
- Develop and maintain an effective working relationship with the academy PE department.
- Opening and closing the sports centre as required, ensuring the safety and security of the premises.
- Ensure all lettings / use of the centre's facilities are cost effective.
- Ensure that customer complaints / comments are handled professionally, with issues being referred to the appropriate member of staff as soon as possible.
- Ensuring that appropriate checks and maintenance of items of sports equipment and general resources including ICT and fitness equipment are carried out following authorised procedures.
- Having due regard to appropriate health and safety legislation when undertaking all duties.
- Supervise the centre to ensure that premises are maintained to the required level of cleanliness at all times and ensure that facilities are always well presented.
- To carry out all tasks giving due regard to confidentiality of information and security of monies and property.
- Involve the facilities / students in the wider community.
- Develop and raise profile of the centre by providing outstanding customer service.
- To contribute to the overall ethos, work and aims of the academy.
- Actively participate in performance management.
- Identify personal training needs and other learning activities as required.
- Develop an understanding of policies and procedures, complying with their contents and raising concerns in a timely manner.

- To recognise own strengths, areas of expertise and use these to advise and support others. The post holder may be required to undertake other duties that are commensurate to the post holders' abilities, position and grade.
- Any other duties of a similar nature related to the post which may be required from time to time.
- Demonstrate a high standard of personal and professional conduct and uphold public trust in the academy by maintaining a high standard of ethics and behaviour both in and out of the work-place.
- Has professional regard for and actively promote the ethos, policies and practices of the academy and maintain high standards in own dress, attendance and punctuality.
- Accepts accountability for achieving the highest possible standards in own work and conduct and able to be self-critical.
- Acts with honesty and integrity at all times.
- Is able to forge positive professional relationships with all stakeholders (pupils, colleagues, parents etc.)
- Understands and follows the academy's Safeguarding / Child Protection procedures in order to protect the safety of all children and vulnerable adults. To report matters of concern in line with the school procedure.
- To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organization and it's stakeholders.
- To continually seek development opportunities in order to improve personal performance. To actively take part in the academy's performance review system.
- General responsibility for the care of all equipment and material within the academy.
- Understand own responsibilities to be up to date with internal academy communications.
- To carry out such other duties that may reasonably be required from time to time to meet the evolving needs of the organisation.

Abbey MAT responsibilities

- Contribute to the overall aims and values of the academy and Trust, appreciate and support the roles of other members of the wider team and attend and participate in relevant meetings as required
- Comply with all academy and Trust policies and procedures including child protection, safeguarding, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person
- To safeguard and promote the welfare of children for whom you have responsibility, or come into contact, including adhering to all specified procedures
- To promote and adhere to principles underpinning equalities in terms of employment and service delivery to ensure that colleagues are treated, and services deliver, in a fair and consistent manner.

The role holder must demonstrate a flexible approach to the delivery of the role. Consequently, the role holder may be required to perform work not specifically identified in this profile, but which is in line with the general scope, grade and responsibilities of the role.

People Profile:



Aptitudes, qualities and values:	Essential	Desirable
Demonstrate the competencies below in all aspects of their work and promote these qualities to others, upholding the values and reputation of the academy at all times; <ul style="list-style-type: none"> • Acting positively • Behaving ethically • Team working • Striving for excellence • Managing personal learning and development • Customer Focus • Communication • Planning and prioritising 	✓	
Ability to articulate, communicate and support the ethos and values of the academy	✓	
Excellent interpersonal, written and oral skills	✓	
Be resourceful and think creatively in order to anticipate and problem solve.	✓	
Prioritise, plan and organise self and others across the wide range of responsibilities.	✓	
Qualifications, knowledge, skills and experience:	Essential	Desirable
Coaching / Fitness instructor qualification		✓
First Aid qualification		✓
Qualifications at GCSE level or equivalent in Maths and English		✓
Confident in the use of ICT systems to maintain accurate records and communicate information effectively to others	✓	
Proven experience of sports centre equipment and maintenance requirements		✓
Working knowledge and understanding of Health and Safety legislation	✓	
Ability to maintain the highest level of professionalism and integrity	✓	
Excellent interpersonal and communication skills in dealing with colleagues, and all those people and organisation with whom the academy works in partnership	✓	
Ability to work in collaboration with partner organisations, contracts, the community and other stakeholders	✓	
Tenacity, flexibility and the ability to work under pressure	✓	
Understanding of relevant school policies and procedures		✓
Basic knowledge of electrical maintenance		✓
At least 2 years practical experience of working in a sports centre of similar role		✓
Experience of managing and developing staff	✓	
Experience of working with contractors and with varying contracts	✓	
Safeguarding and promoting the welfare of students:	Essential	Desirable
Appropriate motivation to work with children and young people	✓	

Ability to maintain appropriate relationships and personal boundaries with children and young people	✓	
Comply with the Trust's commitment to the protection and safeguarding of children	✓	

Our Trust mission:

In Partnership to Educate, Nurture and Empower

Our Trust vision:

Abbey Multi Academy Trust is committed to providing high quality education for all within an environment which is welcoming, disciplined and purposeful. Through a range of opportunities including academic, cultural and spiritual, our students and staff are empowered and nurtured to flourish and live 'life in all its fullness' (John 10:10).

www.abbeymat.co.uk

