



JOB DESCRIPTION

Job Title:	Sports Hub Assistant
Pay:	Dependent on qualifications
Responsible to:	Sports Hub Manager
Direct Supervisory Responsibility for:	N/A
Important Functional Relationships: Internal/External:	Sports Hub Team, FRA PE Team, Members of the public

Main Purpose of the Job:

The Sports Hub Assistant will contribute to the smooth and efficient running of the Sports Hub by ensuring facilities are safe, clean, well-prepared, and welcoming for all users, while providing excellent customer service and operational support.

The Sports Hub Assistant will also be required to hold a Level 2 Gym Instructor qualification (or be willing to work towards obtaining this) to enable them to deliver a range of classes and support members in the gym.

Main Duties and Responsibilities:

Operational

- Building relationships with existing users
- Increasing membership numbers
- Modelling good fitness traits to our clients
- Supervising the gym
- Booking members in for sessions
- Motivating clients through positive engagement
- Ensuring equipment is fit for purpose
- Following all Health & Safety procedures
- Maintain, clean and tidy facility

Staff Development

- To take responsibility for continuing personal development in the relevant areas including subject knowledge and teaching methods
- To engage actively in the appraisal process
- To work as a member of a designated team and to contribute positively to effective working relations within the academy

Quality Assurance

- To help implement academy quality procedures and to adhere to those
- To seek/implement modification and improvement where required
- To take part as may be required, in the review, development and management of activities

Management Information

- To maintain appropriate records

Communications

- To communicate effectively with the members as appropriate.
- Where appropriate, to communicate and co-operate with persons or bodies outside the Sports Hub.
- To follow agreed policies for communications.

Marketing and Liaison

- To take part in marketing and liaison activities
- Assisting with marketing for the sports hub

General / Other

This job description is not exhaustive and does not form part of your contract of employment. It has been prepared only for the purpose of the Trust's organisation and may change either as your contract changes or as the organisation of the Trust is changed. Nothing will be changed without consultation. This document will be reviewed annually as part of the growing great people process or as appropriate.

The Trust is committed to safeguarding and promoting the welfare of children, and to ensuring a culture of valuing diversity and ensuring equality of opportunities.

- The above principal accountabilities are not exhaustive and may vary without changing the character of the job or level of responsibility.
- The Health and Safety at Work Act 1974 and other associated legislation places responsibilities for Health and Safety on all employees. Therefore it is the post holder's responsibility to take reasonable care for Health, Safety and Welfare of yourself and other employees in accordance with legislation.
- The above duties may involve having access to information of a confidential nature which may be covered by General Data Protection Regulations (GDPR). Confidentiality must be maintained at all times.
- To ensure that pupils needs are prioritised and to have a clear sight of how this role impacts on the School's and the Trust's pupils at all times.
- To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- Maintain the highest level of professional standards and to be aware of and adhere to all School and Trust policies and procedures including and in particular those for safeguarding the welfare of pupils.
- To undertake mandatory training as required by the School / Trust.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required.

PERSON SPECIFICATION – Sports Hub Assistant

Person Specification	Essential	Desirable	Recruiting Method
Education and Training	• Attainment of GCSE qualifications • First aid training and certification or willing to undertake	• Sports Qualification/Degree • Level 2 Gym Instructor qualification • Registered on Register of Exercise Professionals	Application Certificates
Skills and Experience	• Committed to continual personal and professional development	• Experience in sports instruction/coaching • Formal sports coaching/instructing qualifications • Experience and skills in the use of social media and other media to generate growth	Application Interview Assessment References
Specialist Knowledge and Skills	• Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people • Committed to promoting equality of opportunity and inclusion	• Ability to work with clients who may need specialised attention due to previous injuries	Application Interview Assessment
Behaviours and Values	• Customer-focused, welcomes and assists visitors in a friendly, helpful, and professional manner. • Team player, works cooperatively with colleagues, coaches, and facility users. • Proactive and reliable, takes initiative, identifies issues, and completes tasks without constant supervision. • Flexible and adaptable, responds positively to changing priorities, busy periods, and different duties • Deeply committed to equality of opportunity, British Values and diversity		Application Interview Assessment References