



DARRICK WOOD SCHOOL

SPORTS FACILITIES ASSISTANT

Job Description

JOB TITLE: Sports Facilities Assistant

GRADE: Salary £8.78 per hour

HOURS: Sports Facilities Assistant will cover the hours below on a part time basis as and when required.

5pm – 10.30pm weekdays
8.30am to 1.30pm/1.30pm to 6.30pm Saturday
8.30am to 1.30pm/1.30pm to 6.30pm Sunday
8.00am to 5.00pm weekdays (School Holidays)

REPORTS TO: Sports Facilities Manager

MAIN PURPOSE OF JOB

To be responsible and accountable for the day-to-day operations of Darrick Sports Facilities. This is an important role as it represents the public face of the School. It will include the supervision of the Sports Facilities, Artificial Grass Pitch, and Community Lettings of the School Premises to ensure an effective and efficient delivery of service.

Structure:

Head Teacher

Business Manager

Sports Facilities Manager

Sports Facilities Assistant

He/she will report to the Sports Facilities Manager, but will be expected to liaise with the Business Manager, Head of the PE Faculty, Site Manager and our Partners.

Responsibilities and Duties

1. To ensure safe customer experience, delivery of consistently high quality sports facilities and associated areas at all times
2. To deal with customers in a friendly and professional manner and to ensure the highest level of customer enjoyment and satisfaction. Assist customers with any enquiries as necessary including showing them round the facilities. Maintain and strengthen our relationship with our partner clubs
3. Respond quickly and efficiently to any complaints from customers, feedback any key issues to the Sports Facilities Manager immediately
4. To prepare activity areas involving the setting up/dismantling of equipment safely, ensuring that all facility equipment is stored safely and securely when not in use
5. To work shifts to cover the operating hours of the facility which include evenings and weekends. To work with colleagues as a team, supporting each other by passing on information on issues of concern and always consistently maintaining high standards of work
6. Operate the Sports Centre booking system carrying out financial transactions and daily banking procedures
7. To promote the opportunity for sports and recreation to all current and new users. Inputting to the development of revenue generation ideas that meet customer demand.
8. Support and ensure front of house operational systems are robust and deliverable including reception and administration duties
9. To report on usage of the facilities on a regular basis, maintaining all necessary records
10. To attend regular meetings with the Sports Facilities Manager to prioritise work and initiatives
11. To keep up to date with school management communications, liaise with teaching staff and school associate staff as necessary.
12. To keep Darrick Sports uniform smart and tidy and wear at all times when on duty
13. Any other duties commensurate with the post

Health & Safety:

1. Responsible for the operation of the sports facilities and associated areas in terms of security, cleanliness, safety of customers and emergency procedures, to ensure the safety of the public and security of the facilities
2. To ensure that the sports facilities are operational and maintained at all times in compliance with all current legislation, statutory requirements, Darrick Wood School H&S policies, procedures and regulations in particular the Health and Safety at Work Act
3. To ensure any accidents to staff or customers are correctly recorded and appropriate First Aid administered. To record any serious incidents correctly and notify the Darrick Wood School Business manager immediately
4. Manage and oversee the cleaning and hygiene of the Centre including undertaking any cleaning of the facilities as required. To sweep, clean and remove litter, gum and graffiti both internally and externally on the site.
5. Challenge unauthorised entrance and prevent inappropriate or illegal use of the sports facilities and equipment
6. Undertake regular patrols of the Sports and Community Lettings Facilities ensuring that all visitors are abiding by the rules, regulations and conditions of use and hire
7. Responsible for the holding of the Sports Centre keys, setting alarms, locking and unlocking facilities

Reporting and hours of work

1. The post holder will report directly to the Sports Facilities Manager and plan their working day around activities, and work flexibly in a rota with other staff covering all hours of operation.
2. He/she will be required to work on a flexible basis, based on the needs of the Sports Facility.
3. The centre will open 7 days a week (with the exception of Bank Holidays) from 5.00pm to 10pm Monday to Friday, 9.00am to 6pm Saturday, and 9.00am to 6pm Sunday.
4. The post holder may be required to work during the following times:
5. Monday to Friday commence at 5.00pm and finish at 10.30pm
6. Saturday commence at 8.30am and finish at 1.30pm or commence at 1.30pm and finish at 6.30pm
7. Sunday commence at 8.30am and finish at 1.30pm or commence at 1.30pm and finish at 6.30pm
8. (School Holidays) Monday to Friday Commence at 8.00am and finish at 5.00pm with a 20-minute lunch break
9. Lunch breaks are unpaid

Holidays

Paid hours include an amount of 12.07% to allow for accrued holiday leave.

Other

1. To undertake any other duties as may be reasonably required by the Head Teacher.
2. The post holder will be expected to undertake any appropriate training provided by the School to assist them in carrying out any of the above duties.
3. The job involves moderate levels of manual lifting to move/set up equipment and deliveries.
4. This post involves lone working.
5. All post holders will be required to undertake an enhanced DBS disclosure on appointment and at any other time as directed by the School.