**BROMSGROVE SCHOOL**

**Job Description:** Sports Facilities Assistant

**Manager:** Paul Felton – Commercial Manager

**Hours of work:** 37.5 per week as per contracted shift pattern

**Holidays:** 25 days annual leave plus 8 statutory bank holidays with a further 2 days annual leave after 5 years service

**Salary:** £ 8.60 per hour.

**Main Duties:**

1. To oversee the safe running of all sports facilities within the complex i.e.

swimming pool, sports hall, squash courts, tennis/netball courts and all weather pitches.

1. To open and lock up all facilities when required.
2. To record and collect money from hirers.
3. Follow requirements of daily audit sheet and sign off on completion with any comments where applicable.
4. To conduct swimming pool water tests at the start and finish of all working shifts.
5. To immediately report any unusual pool water results and if necessary close the pool.
6. To record all accidents or injuries in the accident report book.
7. To make sure all users of the facilities including hirers and school pupils use the facilities in a safe manner.
8. To make sure changing rooms, swimming pool and all other areas are left clean and tidy at the end of the shift.
9. To cover for holiday/sickness when required.
10. To deputise in the absence of line managers.
11. To use own initiative and maintain a professional manner at all times, promoting a high public profile and customer care image on behalf of Bromsgrove School.
12. To undertake all training and/or courses deemed necessary by line manager.
13. To ensure that all practices as shown in NOP and the EOP are understood, followed and adhered to.

15. To undertake such reasonable work as deemed necessary in the interest of the school and which may be outside your trade/specialisation.

**PERSON SPECIFICATION**

**QUALIFICATIONS**

**Essential:** National Pool Lifeguard Qualification (NPLQ)

**Desirable:**  Basic knowledge of Health & Hygiene

 Educated to GCSE or equivalent

 First Aid

 Sports teaching/coaching

 Pool Plant Operators Certificate (PPO)

**EXPERIENCE**

**Essential:**  Experience of plantroom operation, water testing and water treatment

Experience of working in leisure environment

**Desirable:** Experience of handling money

 Experience of dealing with the public

 Experience of working to targets

Knowledge and understanding of a sports and leisure environment, ideally within a school

**KEY QUALITIES (Knowledge/skills/abilities)**

**Essential:** Keen interest in sport

Physically fit

 Ability to use computerised cash register

 Self motivated

 Good team player

 Display energy, enthusiasm and initiative

**Desirable :** Good interpersonal skills

Willingness to learn new skills

 Good organisational skills