

Sports Centre Assistant

Job Description



WYCOMBE
ABBEY

- Aim:** The Sports Centre Assistant will help and be fully involved in the smooth and safe running of the Davis Sports Centre.
- Salary:** £22-£24k according to qualifications and experience.
- Accountability:** Responsible in the first instance to the Sports Centre Manager (SCM), thereafter to the Estates Manager. You will also work closely with the Director of Sport.
- Hours:** The post holder is required to work 37.5 hours per week on a flexible shift rota basis to include evenings and weekends. Hours will be agreed with the Sports Centre Manager. A half-hour unpaid lunch break is included in each shift.

Duties

- Working under the direction of the SCM, assist with the smooth running and supervision of the facilities at all times
- Supervision of pool plant operation and for all duties relating to the pool under guidance from the Sports Centre Manager
- Assist with the necessary testing and recording procedures
- Ensure the provision of facilities and equipment as required by the SCM and organise lesson set-up and equipment requests made each week by teachers
- When on duty ensure the security of the Sports Centre and all facilities and equipment
- Assist with the development and monitoring of appropriate Health and Safety procedures for Sports Centre users
- Liaise with SCM to ensure Life Guard cover for all scheduled pool use
- Assist with the general day to day upkeep of the swimming pool, including cleaning duties
- Assist with the administration and supervision of the fitness suite
- Maintain and inspect all aspects of the fitness suite including the pupil signing book
- Assist in the smooth running of the holiday use of the Sports Centre and community lettings
- Assist the Sports staff in delivering activities to girls when required
- Undertake any other duties required for the smooth and safe running of the Sports Centre

Person Specification

Specialist Knowledge and Experience

- An interest and enthusiasm for sport.
- Lifeguarding qualification is desirable
- Pool Plant Operator certificate is desirable (full training given if certificate is not held).
- Previous work experience in the leisure industry is an advantage.

Teamworking

- Proven ability to develop effective and supportive relationships with colleagues.

Communication

- Able to communicate effectively with colleagues and customers.

Reliability

- Able to follow directions from manager and respects policies and procedures.
- Commitment to the organisation, colleagues and task completion.
- Good timekeeping.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions with a good attention to detail.

Flexibility

- Able to adapt to changing demands and to work on a shift rota system.

Special conditions

- Appointment is subject to an enhanced Disclosure & Barring check (formerly Criminal Records check).
- Wycombe Abbey Sports Centre uniform is provided and must be worn.

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.