JOB DESCRIPTION

**SCHOOL:** Go Sport (Conyers School)

**POST TITLE**: Sports Assistant

**GRADE:** D (SCP 4)

**REPORTS TO:** Director of Sport, Go Sport Manager and Conyers School Senior Management

**Key Tasks and Activities**

* Dealing with clients in a positive, friendly and helpful manner at all times i.e. answering questions, directing users to the appropriate changing/playing areas, dealing with minor problems as they arise to ensure the project runs smoothly.
* To act as key holder and to open and close facilities in accordance with the bookings schedule
* Responsibility for security of fixtures and fittings
* Collection of cash and security of cash held on premises
* To wear staff uniform provided
* To act as a referee or coach when required
* To close/and or evacuate the facilities in accordance with the emergency procedures
* To administer first aid when required
* To ensure programmed activities take place at the correct time and that the appropriate equipment is available
* To deal with issues of public disorder including involving the police and evicting and/or prohibiting problematic customers
* Ensure effective operation of facilities maintenance systems, schedules and checklists
* To undertake cleaning tasks and maintain standards of cleanliness throughout the facility
* To undertake maintenance checks, action repairs and to undertake regular maintenance duties
* To liaise with Go Sport Manager to ensure stock is ordered as and when required
* Undertake other duties which may be consistent with level of responsibility
* Working as a member of a team within a large organisation
* Setting up/dismantling and transporting equipment. Some heavy lifting required.
* Cleaning and litter picking to ensure the changing rooms, the all-weather pitch and other Go Sport areas are always clean and tidy. Working closely with caretaking /cleaning staff and undertaking all cleaning duties within the Go Sport areas at weekend and holidays
* Ensure Go Sport rules are adhered to by all clients and that no-one gains unauthorised access.
* Assist with Go Sport coaching programmes as and when required.
* Assist with bookings and the organisation of leagues/tournaments etc.
* Be prepared to work flexible hours to cover for absences, holidays and special events.
* Be prepared to provide weekend cover when necessary and some 4.00pm shift starts.
* Attend and participate in external and internal In-Service Training Courses as required.
* Take reasonable care of their own Health and Safety and co-operate with school management to ensure compliance with Health and Safety rules including COVID regulations and legislative requirements.

**Other desirable skills/abilities include**

* Sports coaching qualifications
* I.T. literate
* A suitable first-aid qualification (preferred but not essential as training will be provided)

**Special Instructions**

* The post holder will be required to work shift patterns that will be determined by the nature of the business and be willing to provide cover for weekend shifts when necessary
* Any matter that you consider requires attention in respect of Health and Safety is your responsibility to report following the correct procedures
* To undertake any necessary training as and when required by the Go Sport Manager
* The main duties stated is not intended to be a full definition and should not be treated as a comprehensive list of duties. Additional duties and jobs may be given within the scope of the Sports Assistants capabilities as defined by the Go Sport Manager

**Safeguarding - Promoting the Welfare of Children and Young People**

* To demonstrate a commitment to safeguarding and promoting the welfare of children and young people, staff and volunteers.
* To demonstrate a thorough understanding of safeguarding and safer recruitment policies and procedures, and their application within an educational setting/environment.

**The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.**

**I have received and understand this job description**

Signed:

Date:

Managers Name

Signature

Date: