

Job Description

Sport and Facilities Assistant, Netherthorpe School

Hours – Evenings, Weekends and School holidays

Salary - £9.60ph

We are looking to set up a core team of staff that open up the school facilities at evenings, weekends and during the school holidays.

Expectations

- Be a friendly and helpful ambassador for Cavendish Learning Trust by providing high levels of customer care for all hirers/users.
- Use booking system to ensure correct equipment is in place for each group and you can answer any queries that may arise.
- To undertake additional tasks to assist with the smooth running of the facilities, PE department and school.
- Maintain confidentiality at all times and observe data protection and associated guidelines where appropriate.

Duties and Responsibilities

- To open and close the school facilities during community letting periods.
- Be a point of contact for users of the facilities for any queries or problems
- To ensure all users follow our Terms and Conditions and ensure compliancy with COVID regulations and risk assessment.
- To assist school staff in additional jobs
- To update Cavendish Learning Trust social media feeds, with regular positive news stories.
- To keep the school tidy and safe, by regular litter picks and ensuring equipment is safely stored
- Move equipment safely
- To take appropriate action in emergencies and summon assistance as required.
- Be aware of and implement appropriate school policies, in particular: Safeguarding, Health & Safety and Manual Handling.
- Duties and responsibilities are subject to review

Terms of work

Casual work. Flexible working hours: evenings, weekends and school holidays. The amount of hours offered may vary week to week.

Person Specification

Qualifications	Essential	Desirable
Level 3 Sports Leaders (or equivalent) award		✓
National Governing Body Level 2 Sports coaching qualification		✓
Skills		
Confidence to develop relationships with community groups	✓	
Good time management and organisational skills	✓	

Ability to work as a part of the PE department team and wider school staff and PE team	✓	
Flexibility to undertake other roles where necessary	✓	
Other		
Satisfactory DBS check	✓	