



THE BAY
LEARNING TRUST

Casual Sports Centre Officer

Salary/grade range	NJC APT&C Grade 4, Point 4 £13.05ph
Location	Longridge High School
Hours of work	Casual Evenings and Weekends
Reports To	Caroline Bridge

Purpose of role:

To supervise the running of the Sports Centre and related resources, undertaking effective supervision, caretaking, Health and Safety and Security of the Sports and Arts Centre.

Key accountabilities (and specific duties / responsibilities):

- Act as keyholder, and carry out security procedures for the Sport & Arts Centre building, including the routine opening/closing of the building when on duty
- Ensuring facilities are clean and equipment is ready for all users and customers.
- Maintaining the Sport & Arts Centre facilities during community use, and ensuring the centre is fit for school use after the last booking.
- Reporting of faults and breakdowns to CEB
- General portage duties, including the moving, dismantling and storage of equipment
- Cleaning the Sport & Arts Centre facilities when required
- Undertake reception duties, including answering the phone and responding to routine enquiries and queries
- Ensuring the booking book is up to date and accurate. Block Bookings and Party arrangements to be referred to Caroline Bridge
- Liaising with community users to ensure the co-ordination of activities, ensuring changeovers are carried out efficiently and on time, with the appropriate equipment in place
- Liaising with community users to ensure that rules and regulations regarding the Sport & Arts Centre use are complied with at all times
- Maintain a high level of safety and security and implement the Health and Safety Policy
- Carry out such other duties relating to the use of the premises and site as may be necessary from time to time, in accordance with established local practice, or with the responsible requirements of the School and Governing Body
- Ensuring Leisure Assistants fulfil duties as outlined in their job description.

The successful applicant will be expected to always demonstrate a high level of professionalism and confidentiality. They will be proficient at problem-solving and have the willingness and aptitude to learn new tasks are all considered more relevant to this role than previous experience.

General:

- At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.
- The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held

It is the Trust's intention that this job description is seen as a guide to the major areas and duties for which the JOB TITLE is accountable. However, this may change and the post holder's obligations will vary and develop. The post holder is required to perform other reasonable duties which are

assigned from time to time. The job description should be seen as a guide and not as a permanent, definitive and exhaustive statement.

Safeguarding:

The Bay Learning Trust is committed to the safeguarding and promotion of the welfare of all children and young people in our care. All staff have a key role and responsibility in this area and will be subject to an Enhanced Disclosure check.

Personal attributes required (based on job description)

	Essential	Desirable
Qualifications	• N/A	• N/A
Relevant Experience	• N/A	• Experience of working in a similar environment • Experience of using cleaning equipment
Knowledge, Skills and Abilities	• Ability to work as part of a team • Flexible attitude to work • Good interpersonal skills • Positive approach to customer care and service delivery • Commitment to undertaking relevant training and development	• Ability to work in an organised and methodical way • Awareness of Health and Safety issues • Awareness of COSHH
Other (including special requirements)	• Commitment to safeguarding and protecting the welfare of children and young people • Commitment to equality and diversity • Commitment to health and safety • Commitment to regular attendance at work	• N/A
Personal Qualities	• Honesty and integrity • Motivation and enthusiasm	• N/A

This post is subject to an enhanced DBS check, 2 employment references and a 6-month probationary period.

We value variety and individual differences, and aim to create a culture, environment and practices at all levels which encompass acceptance, respect and inclusion. All our colleagues are expected to demonstrate a commitment to Bay Learning Trust values.