

## JOB DESCRIPTION

JOB TITLE	<b>Community Sports Facilities Support</b>
PAY	£9 per hour. Up to 20 hours per week on a casual basis. Hours worked will be evenings and weekends to be agreed with line manager.
MANAGED BY	<b>Community Sports Development Officer</b>

**It is the responsibility of all staff to support the provision of a great education for all pupils.**

### Purpose of the Job

To co-ordinate the;

- Management of evening and weekend lets
- Opening and closing of facility, and set up and set down of facilities which include 3G astroturf, grass pitches, netball/tennis courts and indoor sports hall
- Cleaning of all sports facilities and litter picking of surrounding areas
- High customer service to everyone using the venue, promoting the college in a positive manner

### Key Job Outcomes

1. Management of lets including unlocking and locking of college buildings and grounds and setting appropriate alarms, by following college security guidelines
2. Set up sports equipment and facilities in line with lettings calendar and ensuring all equipment is routinely checked and any health and safety issues reported to the appropriate manager.
3. Cleaning and sweeping playground, 3G and surrounding areas plus routine sweeping and mopping of indoor facilities.
4. Providing a high quality service to customers, ensuring you are approachable, action any requests and resolve any issues raised.

### Holidays

Must be agreed well in advance with the Community Sports Manager.

### General Accountabilities

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the College Health, Safety and Welfare policies.
- B. Be aware at all times of the catholic character of the college and support this through their own behaviour in their dealings with members of the public.
- C. Work in compliance with the Codes of Conduct, Regulations and policies of the Governors.

- D. Ensure that output and quality of work is of a high standard and complies with current legislation / standards
- E. All employees participate in an annual review of performance and agree targets for further development

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes

Post Review:

The fluid nature of the development of the Academy will mean that changes are inevitable. The duties will be reviewed annually as part of the Performance Management Review and will change to meet college needs.

The Governors are the employees of all staff within the College and they have adopted the Catholic Education Service Disciplinary and Grievance Procedures and Contracts of Service.

Date of Job Description: July 2019