



Job Description

Job Title: Sports Operation Assistant	
Reports to: Sports Complex Manager	
Location: St Andrews School	Department: Sports Complex
Main Duties <p>The Sports Centre Operations Assistant plays an important role in ensuring the safe running of the Sports Centre when it is being used by commercial hirers.</p> Purpose of the role	
<ul style="list-style-type: none">• To be the primary school presence in the sports centre during commercial hire periods.• To assist the appropriate management of pool, fire, security and other risks by performing routine checks and supporting the initial response to any incidents in the sports centre.• To undertake cleaning and related tasks to ensure the facility is always well-presented.• Be part of a small Lifeguard team to assist in the supervision of children's swimming lessons.	
Detail	
<ul style="list-style-type: none">• Completing pre-opening checks• Removing pool cover (in place overnight to conserve energy) and putting pool cover back on at the end of the day• Pool water testing and general checks on pool plant operation.• Informing hirers if the facilities cannot be opened e.g. issues with heating, pool chemicals.• Checking cleanliness of facilities and undertaking cleaning e.g. toilets, changing rooms, common areas (potentially sports hall and poolside too)• Lifeguard the children's swimming lessons at certain times.• Security – monitoring visitors in and around the building, plus use of outside areas including the artificial turf pitch.• Monitoring activities of commercial hirers to ensure facilities and equipment are being used appropriately and in accordance with relevant policies and procedures• Pool tank cleaning (place machine in on Saturday afternoon).• Providing first-line response to incidents, e.g. investigation of fire alarm activations, and calling in additional support as necessary• Checking security of building at the end of hire periods• Gritting/salting paths if icy in winter• Assisting commercial hirers and session observers as appropriate e.g. providing initial response to queries• Acting in accordance with the school's H&S policies, procedures and risk assessments	
Person Specification	
Knowledge and Skills	
<ul style="list-style-type: none">• Good communication skills, particularly verbal (including on the phone)• Able to work independently• Problem solving skills• Attention to detail	

Attributes

- Positive and cheerful with a sense of humour
- Customer service mindset and a desire to consistently deliver a high-quality service
- Hard-working and willing to work weekend shifts
- A constructive team player who supports and works effectively with colleagues
- Flexible, proactive and willing to 'muck in'
- Confident and able to deal with unexpected issues
- Able to undertake the physical aspects of the role
- Reliable & punctual.

Desirable Experience

- Working in a leisure facility
- Working in a customer service environment

Qualifications

- Pool water testing (training will be provided)
- A lifeguarding qualification. Qualification can be obtained after appointment.

St Andrew's School is an equal opportunities employer. The School operates a No Smoking policy. The School is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and subject to a successful enhanced DBS check with the Disclosure and Barring Services.

This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the college. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes.