

Job Description

Job Title	3G Facility Manager & PE Assistant / Cover Supervisor
Grade	G
Responsible To	Assistant Headteacher - Operations
Staff Managed	None
Job Purpose	To manage and develop the school's 3G sports facility as a high-quality community asset, while supporting the PE department and wider school through lesson delivery, supervision, and student engagement.
Accountabilities / Main Responsibilities	
Key Responsibilities	<p>1. 3G Facility Management</p> <ul style="list-style-type: none"> • Manage bookings, enquiries, and customer communications • Administer invoicing and income tracking • Promote the facility to maximise usage and revenue • Maintain high standards of cleanliness, safety, and presentation • Ensure compliance with health and safety and safeguarding requirements • Liaise with local clubs, organisations, and community users • Plan and deliver activities such as holiday camps and birthday parties <p>2. PE Assistant Duties</p> <ul style="list-style-type: none"> • Deliver lunchtime and extracurricular PE/sports clubs • Support PE lessons and assist teaching staff • Organise and attend sports fixtures where required <p>3. Cover Supervisor Responsibilities</p> <ul style="list-style-type: none"> • Supervise classes during teacher absence across PE and other subjects • Ensure students remain engaged with set work • Manage behaviour in line with school policies • Provide general cover support across the school as needed <p>4. General Responsibilities</p> <ul style="list-style-type: none"> • Uphold safeguarding, child protection, and school policies at all times • Work flexibly, including evenings, weekends, and school holidays • Contribute positively to the wider school community
Communications	<ul style="list-style-type: none"> • Communicate effectively with all pupils and colleagues • Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role. • Interact with pupils in a supportive way to aid the development of their ability to think and learn • Have the ability to use clear language to communicate information unambiguously to others including children, young people, their families and carers. • Listen to concerns; recognise and take account of signs of change in attitudes and behaviour.
Safeguarding	<ul style="list-style-type: none"> • Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with • Have awareness and basic knowledge, where appropriate, of the most recent legislation • Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them • Make considered judgements about how to act to safeguard and promote a child or young person's welfare

Systems and Information	<ul style="list-style-type: none"> • Attend staff meetings, training days and management meetings by agreement with their manager • Participate in training and learning activities and performance development as required. • Keep up to date with current procedures and practices through continuing professional development.
Data Protection	<ul style="list-style-type: none"> • To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> • Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure • Provide technical advice on health & safety issues to teachers and technical support staff as required • To work with colleagues and others to maintain health, safety and welfare within the working environment • Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation • Ensure the healthy, safe storage and accessibility of equipment and materials. • Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards • To carry out first-aid across the site, as required - training will be given.
Equalities	<ul style="list-style-type: none"> • We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. • Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. • Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> • Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. • Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. • Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures.
Customer Service	<ul style="list-style-type: none"> • The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. • The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. • Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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Responsible To	Assistant Headteacher - Operations	
Staff Managed	None	
	Essential	Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
	<ul style="list-style-type: none"> Ability to communicate effectively and clearly with a range of staff, pupils and parents. Understanding of safeguarding and child protection Awareness of health and safety requirements in a sports facility 	
Qualifications & Experience		
	<ul style="list-style-type: none"> Experience working with young people (school, sports, or community setting) Experience in sports coaching, PE support, or activity leadership Basic IT skills (email, booking systems, spreadsheets) 	<ul style="list-style-type: none"> Coaching qualifications (e.g. FA, UKCC, or equivalent) First Aid qualification Experience managing sports facilities or bookings systems Experience delivering holiday camps or events Experience covering lessons in a school setting
Skills & Abilities		
	<ul style="list-style-type: none"> Strong organisational and time management skills Excellent communication and interpersonal skills Ability to manage groups of students confidently Ability to work independently and as part of a team Flexible and adaptable approach to working hours 	
Personal Qualities		
	<ul style="list-style-type: none"> Enthusiastic and proactive Reliable and professional Passion for sport, physical activity, and student development Customer-focused approach for community engagement 	
Other Requirements		
	<ul style="list-style-type: none"> Enhanced DBS clearance Motivation to work with children and young people Ability to form and maintain appropriate relationships and personal boundaries with children and young people Willing to train and deliver first-aid across the Site 	