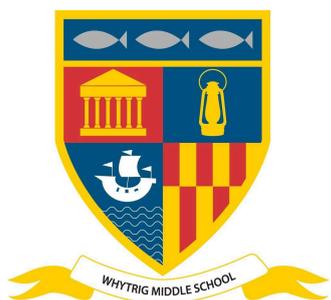




COMMUNITY SPORTS ASSISTANT

2 Posts

Part Time, Full Year, Permanent
Job Advert



Small enough to care,
big enough to deliver a positive impact



Seaton Valley High School & Whytrig Middle School

Prospect Avenue
Seaton Delaval
Tyne and Wear
NE25 0FW
0191 237 1505

COMMUNITY SPORTS ASSISTANT (Part Time, Full Year, Permanent)

Band 3, SCP 5 to 6, £25,583 to £25,989 full time equivalent (Post A £18,731 actual; Post B £22,817 actual)
NB additional premium rate paid after 8:00pm weekdays and all weekend hours

Post A - 20.5hpw - Sun 8:30am-5:30pm (30 minute lunch); Mon/Tue 4:00pm-10:00pm

Post B - 26hpw - Wed/Thu 4:00pm-10:00pm; Fri 4:00pm-9:30pm; Sat 8:30am-5:30pm (30 minute lunch)

Small enough to care, big enough to make a positive impact

Become the Face of Community Sport at Seaton Valley Federation

At Seaton Valley Federation, we believe our sports facilities - from our swimming pool and sports hall to our state-of-the-art 3G pitch - should be more than just spaces to play; they should be vibrant hubs for the whole community. We are looking for two **Community Sports Assistants** who will act as the vital first point of contact and host for everyone who visits us.

The Heart of the Role

This is a role for someone who takes pride in being the "face" of our facilities. You will be the person who welcomes local teams, ensures our hirers have exactly what they need, and maintains a safe, respectful environment for all ages. Whether you are helping a local football club settle onto the 3G pitch, setting up nets in the sports hall for badminton, or ensuring the swimming pool environment is perfectly maintained, your presence will be key to the success of every session.

What You'll Be Doing

As our evening and weekend host, you will take on a range of vital tasks, including:

- **Welcoming the Community:** Liaising courteously with hirers and the public to ensure a high-quality experience
- **Operational Excellence:** Managing the federation's online booking system and handling cash collections where necessary
- **Facility Care:** Taking a "hands-on" approach to safety and standards, from brushing of pitches to ensuring equipment is set up safely and correctly for the next group
- **Safety First:** Acting as a competent first-aider and maintaining our rigorous health and safety standards

Visits to our schools and facilities are warmly welcomed and encouraged. Please contact Ben Watson, Business Director on 0191 2371505 to make an appointment.

We are committed to safeguarding and promoting the welfare of children and young people. It is essential that all staff and volunteers share this commitment. An enhanced criminal records check from the Disclosure and Barring Service is required for all posts.

How To Apply

Please visit www.svf.org.uk/vacancies to apply for this post. Please read through all of the information on the role and click on the link to apply, this will take you to mynewterm, our application portal, where you will be able to complete an application form online.

The deadline for applications is 9am on Wednesday 11th March 2026.

Please note that we do not accept CVs.

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JOB DESCRIPTION

Post Title: Community Sports Assistant		Director/Division: Children's Services		Office Use
Grade: Band 3		Service/Workplace: Seaton Valley Federation		JE ref: S1706
Responsible to: Business Development Officer		Date: February 2026	Manager Level:	
<p>Job Purpose: Assist in the provision of an efficient and effective community sports facility service (including the swimming pool, grass pitches, 3G pitch and sports hall), ensuring that equipment is erected safely and properly; taking notice of risk assessments and Health & Safety guidelines; and maintaining the sports facilities and surrounding area to a clean and safe standard at all times.</p>				
Resources	Staff	None		
	Finance	Some collection of cash as necessary.		
	Physical	Shared responsibility for the careful use and maintenance of the allocated leisure equipment. Lock and alarm the facilities at the end of the letting period.		
	Clients	Duties have a direct impact upon the health and safety of hirers.		
<p>Duties and key result areas:</p> <ol style="list-style-type: none"> 1. Assist in undertaking the role and responsibilities of providing a suitable, clean and safe sporting facility for use by hirers. 2. Follow all operating procedures. 3. Provide competent first aid support. 4. Ensure the safety of customers, the public and other employees in relation to the work undertaken including the safe use of all equipment and tools. 5. Liaise with hirers and members of the public in a courteous and respectful manner. 6. Ensure work and duties are completed in line with standards. 7. Ensure that work is performed in a safe and responsible manner in compliance with the relevant risk assessment. 8. Work collaboratively with colleagues to ensure that regulations are enforced and pre-determined standards are maintained. 9. Deal with ongoing, day-to-day problems referring more complex issues to senior management. 10. Carry out routine checks in accordance with established procedures. 11. When applicable operate plant and equipment for the swimming pool including attention to water heating and treatment and cleaning as prescribed. 12. Complete all necessary paperwork and administration using the federation's online booking system to accurately record the times booked and used by hirers. 13. Help maintain the grass and 3G pitches, for example mechanical brushing and leaf clearing. 14. In periods of no lettings undertake basic caretaking duties, including litter picking; minor repairs; and checking, cleaning and restocking vending machines. 				
<p>General Responsibilities</p> <ol style="list-style-type: none"> 1. Be aware of and comply with policies and procedures relating to safeguarding of children/vulnerable adults, health and safety, security, confidentiality and data protection, reporting all concerns to an appropriate person. 2. Be aware of and support difference and ensure equal opportunities for all. 3. Contribute to the development and implementation of the overall ethos/work/aims of the federation. 4. Develop constructive relationships and communicate with other agencies/professionals. 5. Participate in training and other learning activities and performance development as required. 6. Recognise own strengths and areas of expertise and use these to advise and support others. 7. Undertake other duties and responsibilities that can be reasonably expected of and are relevant to the level and nature of the post. 				
<p>These schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. You are therefore under a duty to use the Federation's procedures to report any concerns you may have regarding the safety or well-being of any child or young person. The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.</p>				

Work Arrangements	
Physical requirements:	Required to move/dismantle goal posts and other equipment which can be awkward and heavy.
Transport requirements:	None
Working patterns:	Monday to Friday 4:00pm to 10:00pm; Saturday and Sunday 8:30am-5:30pm.
Working conditions:	Changing room facilities, swimming pool including the pool plant room, sports hall and outside grass and 3G pitches.

PERSON SPECIFICATION

Post Title: Community Sports Assistant	Service: Seaton Valley Federation	Ref: S1706
Essential	Desirable	Assess by
Knowledge and Qualifications		
NVQ level 2 educated. An awareness of Health & Safety legislation and its application in the workplace. Relevant knowledge of the range of tasks and duties.	First Aid at Work.	
Experience		
Ability to undertake reception and administrative functions and to communicate effectively with members of the public.		
Skills and competencies		
Good literacy and numeracy skills. Ability to communicate effectively with customers. Able to keep necessary work records. Able to plan, organise and prioritise own time and resources. Ability to work unsupervised. Need to be aware of potential hazards.	IT skills Awareness of all appropriate Health & Safety regulations.	
Physical, mental and emotional demands		
Fit enough to cope with moving equipment which can be heavy and awkward and general caretaking duties.		
Other		
Willingness to participate in training and staff development.		

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits