

Woodhouse Grove School

Job Description

JOB TITLE	Sports Centre Assistant
RESPONSIBLE TO	Lettings & Events Manager
SALARY	£13.45 per hour
HOURS OF WORK	6 hour a week Saturdays only 12.30pm-6.30pm No break
HOLIDAY	4 weeks holiday per year (4 x 6 hours)

Job Specification:

- To ensure the smooth operation of the sports centre;
- Maintaining high standards of safety
- Cleanliness and hygiene
- Advise and assist users of the centre and exceed their customer service expectations
- Leisure Industry experience (desirable)
- Flexibility towards the hours and role
- Required to work on a shift-rota basis including evenings and weekends
- To assist the Sports Centre Supervisor in carrying out duties and responsibilities for safeguarding the full and safe use of WGS (Enterprises) sports facilities

Job Description:

- Welcome and assist users and guests to WGS Sports Centre
- Prepare appropriate activity areas
- Set up sports / activity equipment for sports centre lettings
- Inspect sports / activity areas prior to use: quick risk assessment
- Assist sports centre users with the above or with all relevant enquiries
- Ensure changing room facilities are kept clean and well maintained
- Clear / store sports equipment after a letting
- Record accidents or incidents according to NOP guidelines
- Report to the SFPO matters of immediate health and safety concern: and issues of an operational / procedural nature.
- To undertake tasks or duties relevant to one's career development and training needs i.e. to attend training to maintain and retain the National Pool Lifeguard Qualification

Health & Safety

You must be aware that you are responsible for your own safety and the safety of others in accordance with the Health & Safety at Work Act as revised from time to time.

As the job for which you are applying involves substantial opportunity for access to children, it is important that you provide us with legally accurate answers. Upfront disclosure of a criminal record may not debar you from appointment as we shall consider the nature of the offence, how long ago and at what age it was committed and any other relevant factors. If you are shortlisted and invited to interview, you must declare any relevant warnings, reprimands, cautions and/or convictions by completing a self-disclosure form prior to interview. Any positive disclosure will be discussed at interview. For further information on which offenses should be disclosed please visit the following pages:

Nacro - <https://www.nacro.org.uk/criminal-record-support-service/>

Unlock - <https://www.unlock.org.uk/contact-us/>

Please note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are “protected” and are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website www.gov.uk/dbs.

Equal Opportunities Employer

Woodhouse Grove School is committed to eliminating discrimination and encouraging diversity amongst our workforce. We aim to provide quality and fairness for all job applicants and employees and not to discriminate, or to receive less favourable treatment, on grounds of age, disability, race, gender reassignment, marriage and civil partnership, pregnancy and maternity, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable. Employment decisions will be made on the basis of each applicant’s job qualifications, skills, experience, and abilities. Applicants or employees with questions or concerns relating to discrimination for any of the reasons listed above should contact Saima Hussain, Head of Human Resources, hussain.sa@woodhousegrove.co.uk

Child Protection and Safeguarding Policy

Woodhouse Grove School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment by complying with the School’s Safeguarding Policy and Staff Code of Conduct at all times. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and The Disclosure and Barring Service.

As part of the shortlisting process, online searches on shortlisted candidates will be carried out as part of its due diligence.

Benefits

- **Pension.** We know how important it is to save towards your future, that’s why we’ll contribute 6% into your pension.
- **Wellbeing.** Positive health and wellbeing enables you to thrive as an individual. When you join us you’ll have access to our Employee Assistance Programme with a range of health benefits and support to suit your lifestyle.
- **Life Insurance.** When you join us we will provide death-in-service life insurance of 3 x your basic salary.
- **Go Green.** Colleagues have the opportunity through salary exchange to participate in our cycle to work scheme and we have free onsite EV charging.