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# JOB DESCRIPTION

**JOB TITLE: Sports Assistant**

**GRADE: AS06 – AS10 (Truro School Support Staff Salary Scale)**

**REPORTING TO: Duty Manager**

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**ROLE OVERVIEW**

To give daily support to the Duty Manager in the effective operation of the Sir Ben sports centre and ensuring the safety of pool users by preventing and responding to emergencies.

**KEY FUNCTIONS**

* Assist in ensuring all facilities are safe, clean and well maintained.
* Assist in ensuring all policies and procedures are followed, and all checks are carried out at the appropriate times.
* To provide the first response to any rescue/first aid needs that arise in the swimming pool area; reporting all accidents and completing reports as required.
* Assist in ensuring buildings are always maintained to the highest standard including carrying out all cleaning duties as laid out in the cleaning and maintenance schedules.
* Preparation of sports equipment including setting up, issue and recovery of equipment as required for the activity.
* Assist in ensuring the highest standards of customer care are followed.
* Work as a team in ensuring the facilities are set up and available for school and community bookings.
* To work within the team ensuring that the programme of activities runs smoothly.
* To ensure the daily programmes of activities are followed.
* To undertake administrative and reception duties relating to programming, taking bookings and issuing tickets and receipts for cash handling.
* To provide support, assistance and guidance to Truro School Staff and pupils in the sport facilities.
* To assist the Duty Manager with any provision/instruction for the boarding community.

**Other General Duties**

* To attend to accidental injuries and incidents, including liaising with the caretaker and emergency services and the completion of relevant reports.
* To attend training courses and follow Continuous Professional Development training as required in order fulfilling the role.
* To carry out duties commensurate with your role, as requested by the Sports Centre Manager.

**PERSON SPECIFICATION**

*Essential Criteria*

* Pool Lifeguard Qualification

*Desirable Criteria*

* Relevant sales and customer experience
* Successful experience working in a team

**ADDITIONAL**

* Truro School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and behave accordingly. Although there is no direct responsibility for children, this role will involve daily contact with pupils.
* Normal hours of work 30.5 hours per week, Monday - Wednesday, 2.45pm – 10.15pm with a 30 minute meal break, and Sunday 7.45am – 6.15pm with a one hour break. Additional cover maybe required to cover sickness and holidays.
* This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.

**Date Prepared: July 2015**

**Prepared by:**  **Sports Centre Manager/ Bursar**