



**THE GRANGE
SPORTS CENTRE**
Education **Sport** Community

THE GRANGE SPORTS CENTRE

Job Opportunity

Sports Centre Assistant





Job Purpose

The Opportunity

An opportunity has arisen for the position of 3 x Sports Centre Assistants-to ensure that the exam desks are taken down and reset before and after bookings, ready for the next school day. The role requires manual handling and a positive can-do attitude.

The role requires a full take down and reset of tables, chairs, carpet and laptops.

The role is required to ensure that our lettings can go ahead as normal in our sports hall and that exams are reset up ready for the next school day.

There are 3 positions available on a **fixed term contract**. (26th January 2025-April 6th 2025).

Flexibility and a proactive attitude are essential.

Job Description

The Role:	Sports Centre Assistant
Reporting To:	Leisure Duty Manager
Hours:	Monday-Thursday 4pm-6pm and 9-10.30pm or 10pm-11pm Friday nights 4pm-6pm Sundays 8pm-10.30pm Must be over 16
Salary:	£12.24 per hour.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.



Responsibilities

1. To assist the sports centre team to de rig and reset exam desks in the sports hall on a daily basis during the examination period 26th January - 6th April 2025 during term time only.
2. To ensure that all health and safety procedures are adhered too.
3. To ensure that exam desks and lay out is reset each night so that the transition to school exams the next day is seamless.
4. To ensure that the sports centres daily bookings can go ahead on time, safely.
5. To work with your colleagues to problem solve and have an eye for detail.
6. Manual handling is required for this role.
7. Full training is given and inductions are completed.

Health & Safety

8. To ensure that facility users adhere to all health and safety instructions and guidelines.
9. To administer first aid as and when required.
10. To ensure that all guidelines for safeguarding children are followed.

General

11. To undertake other tasks as directed.
12. To attend and participate in relevant meetings as required.
13. To participate in training/learning activities and performance management as required.
14. To wear any clothing provided by the employer for use during work time.



The Person

Key to recruitment activity: A = Application, I = Interview, E = Experience, T = Task, R = Reference

KNOWLEDGE AND UNDERSTANDING	
Should be able to apply "rules" and communicate effectively with public and colleagues' High level of customer care and understanding of equality in service delivery.	A,I
A critical eye to ensure presentation of the facilities meets expectations in terms of equipment, cleanliness and presentation.	A,I
EXPERIENCE	
Manual handling	A,I,E
Previous work in a fast-paced environment	A,I,E
Experience of facility supervision and set ups.	A,I,E
QUALITIES	
Physically Fit.	I
Reliable.	I,R
Neat personal appearance.	I
Enthusiastic and motivated.	I
Ability to work unsocial hours including evening and weekends.	I
Good organisational skills.	I
Critical eye for high standards of cleanliness and presentation of facilities.	I
Proactive.	I



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The Process

To apply for the role of Sports Centre Assistant, please write a letter of application to support a fully completed application form and names of two referees to:

**The Head
The Grange School
Bradburns Lane
Hartford
Cheshire
CW8 1LU**

Applications are also accepted via e-mail to recruitment@grange.org.uk

Closing date for applications is on **12.00pm, 18th December 2024**. Interviews will be held week commencing 6th January 2025.



The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check. This post is exempt from the Rehabilitation of offenders Act 197