



Job Description

1. **Job Title:** Sports Facilities Assistant

2. **Responsible to:** Premises Officer

3. **Job Summary:**

Eastbourne College is recruiting a Sports Facilities Assistant to support the smooth running and delivery of sport, co-curricular activities and external hires in Eastbourne Colleges brand new multi-purpose building and across the campus.

This role will include such tasks as supporting and ensuring the smooth running of commercial lets across campus, lifeguarding, supervising pool sessions, preparation of areas before and after lessons/sessions take place and ensuring high levels of cleanliness and tidiness at all times.

There may also be a requirement to assist in the supervision the fitness suite.

The successful candidate must be appropriately qualified with an in date NPLQ (National Pool Lifeguard Qualification).

4. **Duties and Responsibilities**

- Work with the Facilities team in delivering and supporting commercial lets and College activities across the campus as required
- Supervise and ensure the safety of pool users
- Support the Premises Officer in ensuring that pool water quality is maintained and monitored
- Support the Premises Officer as required in the running and administration of the Sports Facilities
- Ensure cleanliness of sports facilities, and associated areas, are maintained to the highest standard
- Ensure that all safeguarding procedures in place are adhered to at all times
- Assist in the supervision and safe operation of the fitness suite
- The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times
- If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies
- Perform other such duties within the scope of this position, as may be determined by the House Matron or Soft Services Manager.

5. **Person Specification**

The successful candidate will have:

- An in date NPLQ (National Pool Lifeguard Qualification)
- Excellent customer service skills

- Excellent team working skills
- Excellent communication skills
- Pro-activity and the ability to work on their own initiative
- Flexible approach and manner
- Health and safety awareness
- Dedication to the values, ethos and standards of Eastbourne College
- Smart and professional appearance
- Efficient time keeping and organisational skills

Desirable qualifications and experience:

- Experience of working in an education setting
- Experience of working in a leisure environment
- Possess a level 2 Fitness Instructors certificate
- Possess a Pool Plant Operator's Certificate
- Health and safety training and certification
- Emergency First Aid at Work certification

6. Terms & Conditions

Salary: Circa £16,600 p.a.

Hours: The Sports Facilities Assistant is expected to work those hours necessary to fulfil the requirements of the role but is unlikely to be less than 40 hours a week, all year round.

During term time, approximately 34 weeks per annum, the College works a six-day week. Working hours for the Sports Facilities Assistant will generally be 11.00am to 7.00pm, Monday to Friday, with flexibility to include some evening and weekend work due to College events.

Reduced opening hours are likely during College Holidays and leave out weekends however during these periods commercial lets and bookings will still require support. During Easter and Summer holidays the College hosts a significant number of external language schools and other residential lets across the campus which will require support.

Some flexibility on actual shift times will be required.

A schedule will be provided to ensure that the necessary areas are covered at the appropriate time.

Holiday: Four weeks paid annual leave plus Bank Holidays to be taken during College holidays. Annual leave to be booked at least three weeks in advance and by agreement with the Premises Officer subject to operational requirements.

Pension: After three months' service you may be automatically enrolled into the Eastbourne College WorkSave Pension Scheme (details are available from the HR Department), depending on your level of earnings, however you may also choose to opt in to the pension scheme. The College will contribute 5% of your gross salary and you will be expected to contribute 3%. You may choose to opt out of the pension scheme.

Other benefits include: Life Insurance after 2 years' employment
 Free use of College sports facilities
 Free meals during normal working hours
 Annual pay review

7. Safeguarding Statement

Eastbourne College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

8. Application Process

To apply, please visit <https://www.eastbourne-college.co.uk/contact/employment-opportunities/> and click the **Apply Now** button to complete the mandatory application form. An up-to-date CV should be uploaded with this online application form.

For further information please contact Human Resources Department by email: hr@eastbourne-college.co.uk or tel: 01323 452239;

The closing date for applications is **13 December 2019**.