



JOB DESCRIPTION

<p>Post Title: Sports Hub Assistant</p> <p>Salary/Grade: £6.00 – £11.72 per hour (dependent on age and experience)</p> <p>Location: Kings Community Sports Hub</p>
<p>MAIN PURPOSE OF JOB</p> <p>The Sports Hub Assistant will contribute to the smooth running of Kings Community Sports Hub by ensuring the facility is clean, tidy and ready for the sports lettings taking place.</p>
<p>POSITION IN ORGANISATION</p> <p>Name and position of immediate line manager: Lettings Manager</p>
<p>KEY TASKS AND ACCOUNTABILITIES</p> <ul style="list-style-type: none"> • Welcoming customers to the facility, dealing with enquiries and general reception duties. • Setting up of Sports Hub equipment and preparing facilities ready for community use. • Dealing with customer enquiries around bookings and Gym Memberships. • Helping to ensure that the facilities remain clean, tidy and provide an excellent impression of Kings College to external users. • Operating the booking systems for both Gym and Sports Hub users. • Selling snacks and drinks through the café as required. • Willing to undertake training as required. • To undertake opening and closure of the Sports Hub site, with a Supervisor or Manager. • To undertake any other instructions required by the Duty Supervisor and Management team. <p>Working Time Casual hours, variable during opening hours (evenings 4.30-10.30pm & weekends 8.30am – 5.30pm) Number of positions available and hours can be split across applicants (part time)</p>
<p>GENERAL INFORMATION</p> <p>Equality of opportunity</p> <ul style="list-style-type: none"> • To take individual and collective professional responsibility for reinforcing and promoting a working environment free from discrimination, victimisation, harassment and bullying. • Ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues, children, parents and visitors. <p>Confidentiality and data protection</p> <ul style="list-style-type: none"> • To treat all information acquired through employment, both formally and informally, in strict confidence. • Be aware of the school's responsibilities under the Data Protection Act (GDPR) for the security, accuracy and relevance of personal data held on such systems and ensure that all processes comply with this.

To contribute as an effective and collaborative member of the school team

- Any other duties as reasonably required by any manager of the school.
- Participating in the ongoing development, implementation and monitoring of the business plans.
- Attend meetings as required and make a positive contribution during meetings.

Child Protection

- Being aware of and complying with all Safeguarding policies and procedures, relating to Child Protection. Reporting all concerns to a designated safeguarding lead (DSL) within the school.
- Undertake annual safeguarding training.

General policies and procedures

- Being aware of and complying with school policies and procedures, including Health & safety, reporting all concerns to an appropriate person/line manager.

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The College will endeavour to make any necessary reasonable adjustments to the Job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This job description is current at the date shown but following consultation with you, may be changed by Leadership to reflect or anticipate changes in the job which are commensurate with the salary and job title.

January 2023



PERSON SPECIFICATION – Sports Hub Assistant

Qualifications	Essential	Desirable
<ul style="list-style-type: none"> ▪ English and Maths (GCSE Grade 4 or above) 	*	
<ul style="list-style-type: none"> ▪ Gym Instructor qualification 		*
<ul style="list-style-type: none"> ▪ Sports Coaching Qualification 		*
Professional Knowledge, Skills and Understanding	Essential	Desirable
<ul style="list-style-type: none"> ▪ Experience of working in a sports/leisure environment 		*
<ul style="list-style-type: none"> ▪ Confident in using computer software 	*	
<ul style="list-style-type: none"> • Confident in handling calls and customer enquiries 	*	
<ul style="list-style-type: none"> • First Aid Qualification 		*
Personal Qualities	Essential	Desirable
<ul style="list-style-type: none"> ▪ Planned and organised approach to workload 	*	
<ul style="list-style-type: none"> ▪ Work accurately and methodically with attention to detail 	*	
<ul style="list-style-type: none"> ▪ Ability to use initiative and prioritise work 	*	
<ul style="list-style-type: none"> ▪ Positive 'can do' approach to tasks 	*	
<ul style="list-style-type: none"> ▪ Keep calm in challenging situations 	*	
<ul style="list-style-type: none"> ▪ Excellent interpersonal skills 	*	
<ul style="list-style-type: none"> ▪ Committed to personal development 	*	
<ul style="list-style-type: none"> ▪ Professional in attitude and appearance 	*	
<ul style="list-style-type: none"> ▪ Excellent record of attendance and punctuality 	*	
Safeguarding Children	Essential	Desirable
<ul style="list-style-type: none"> ▪ Committed to safeguarding and promoting the welfare of children and young people 	*	
Equality of Opportunity	Essential	Desirable
<ul style="list-style-type: none"> • To adhere to and promote college policies on equal opportunities and race equality 	*	

November 2022