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| **Job Description** | | | | | |
| **Role Title** | | **Typically reports to** | | | |
| Sports Technician | | Community Sports Coordinator/Sports Centre Manager | | | |
| **JE Code** | | **Grade** | **Date of profile** | | |
| D169 | | 5 | 08/11/2017 | | |
| **Purpose of the role (job statement)** | | | | | |
| To provide a high quality service to all the users of John Spence Sports Centre (Sports Hall / Astroturf / Field / Tennis Courts / Dance Studio) in a friendly and efficient manner. To provide the Community Sports Coordinator / Sports Centre Manager with a degree of admin support. | | | | | |
| **Main Duties:-** | | | | | |
| * To be accountable to the Sports Centre Manager for ensuring effective day-to-day operation of the centre. * To ensure appropriate equipment, facilities and services (including coaching) are available for the smooth running of evening and weekend usage. * To assist in maintaining good security and, where possible, the prevention of vandalism through supervision and patrol of facilities. * To deal with customers in a prompt and efficient manner ensuring that the highest possible standards of customer care are maintained. * To complete daily, weekly and monthly cleaning and maintenance tasks to ensure high levels of maintenance and cleanliness (this may include washing kits/equipment etc) * To ensure the security and tidiness of all sports storage areas. * To assist the management in the promotion and administration of the sporting facilities * To ensure the collection and safe storage of appropriate payment from facility users. * To carry out all other reasonable requests made by the Community Sports Coordinator / Sports Centre Manager. | | | | | |
| **Responsibilities:-** | | | | | |
| * be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, * confidentiality and data protection, reporting all concerns to an appropriate person * be aware of and support difference and ensure equal opportunities for all * contribute to the overall ethos/work/aims of the school * appreciate and support the role of other professionals * attend and participate in relevant meetings, as required * participate in training and other learning activities and performance development, as required. | | | | | |
| **Person Specification – Sports Technician D169** | | | | | |
| **Area** | **Criteria**  **Requirement - E = Essential - D= Desirable**  **Assessment by Application =A Interview process = I** | | | **R** | **A** |
| **Skills**  **Knowledge**  **Aptitudes** | * Effective use of ICT * Experience of the use of relevant sporting equipment/facilities * Knowledge of particular subject/technical area (Sports) * Knowledge of relevant polices/codes of practice and awareness of relevant legislation * Ability to identify own training and development needs and co-operate with means to address these * Ability to relate well to children and adults * Ability to deal with members of the public | | | E  E  E  E  E  E  E  E | A I  A I  A I  A I  A I  A I  A I  AI |
| **Qualifications and Training** | * Current NVQ level 2 in English and Maths or equivalent and experience in relevant discipline/job role * Comply with Health and Safety Legislation * Current and Clean UK Driving Licence * First Aid Trained or willingness to obtain * Sports coaching qualification Level 1 or above | | | E  E  D  E  D | A I  A I  A  A I  A |
| **Experience** | * Experience of general customer relations * Previous experience within the leisure industry, either in the public or private sector * Knowledge of sports and fitness equipment and ability to carry out basic maintenance and repairs | | | E  D  D | A I  A I  A I |
| **Disposition** | * Reliable * Good interpersonal and organisational skills * Self motivated, enthusiastic and eager to utilise their own initiative * Friendly and helpful attitude towards others * The post holder is required to support and encourage the school’s ethos and its objectives, policies and procedures as agreed by the Governing Body * To uphold the school's policy in respect of child protection matters * This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder * All staff members participate in the school’s performance management /appraisal scheme. | | | E  E  E  E  E  E  E  E | A I  A I  A I  A I  A I  A I  A I |
| **Conditions of Service** | | | | | |
| National Joint Council | | | | | |

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| **Signature of post holder** |  | **Date** | **/ /** |
| **Signature of headteacher** |  | **Date** | **/ /** |

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.This document must not be altered once it has been signed but will be reviewed annually.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.