



Gordon's School

Sports Hub Assistant – Job description

Reports to: Commercial Manager

Hours: This is a casual role worked on a rota basis, mostly in the evenings and at weekends when facility lettings and school fixtures are taking place. The lettings calendar now runs 52 weeks of the year.

Gordon's School is a co-educational, academically non-selective State Boarding Secondary School for over 950 students, located in West End, Woking. For information about the school visit our website www.gordons.school where you can read about the range and levels of sport played.

Gordon's School operates a large range of facilities including a large Sports Hall which includes a full-size netball court, indoor cricket nets and four badminton courts, an onsite café, multiple changing rooms, and a 3G all-weather pitch primarily for rugby and football. We also have an all-weather astro pitch and two netball/tennis courts, all floodlit, as well as four grass rugby and football pitches, which create the Gordon's Sports Hub.

A Community Use Agreement is in place for external hire of the Sports Hub to clubs and organisations, for which there is considerable interest. During term, the school has priority use during the day, with some time also allocated to residential boarders in the evening and at weekends. During the school holidays we operate our own sporting camps, as well as external holiday lettings.

Main Purpose of the Job

The Sports Assistant will supervise the sports facilities ensuring the safety and comfort of all users; they will provide all visitors and students to the Gordon's Sports Hub with a friendly and positive experience through delivering effective customer services and high standards of housekeeping.

Duties and Responsibilities

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions including, but not limited to:

- Assisting in the day-to-day operation of the sports facilities, ensuring that all health and safety legislation, codes of practice and operation procedures are always complied with.
- Ensuring that all loose equipment is erected and dismantled on time in accordance with manufacturers' recommendations; and stored and secured correctly.
- Attending regular programmed staff training sessions as required by the Commercial Manager.
- Always maintaining the highest standards of hygiene and cleanliness throughout the sports facilities, including internal and external areas. Undertake regular routine cleaning duties as required by the Commercial Manager including cleaning the Sports Hall daily as required.
- Preparing the hall, astro, 3G netball/tennis courts and grass pitches for activities that have been booked e.g. setting up goals, nets.
- Maintaining a high standard of customer care in all customer relations; dealing with queries and complaints from users, reporting any serious incidents/problems to the Commercial Manager.
- Assisting with any administrative tasks as required.
- Completing all paperwork as required by the Commercial Manager.

- Opening and locking up facilities when required.
- Acting as a named first aider.
- Responding to emergency situations e.g. helping users in distress or building evacuations.
- Complying with Health & Safety at Work regulations.
- Attending meetings as required.

Special Factors

- This role will involve working on a shift pattern which will include weekends and evenings and flexible working.
- You will be required to wear the uniform provided.
- Applicants must be a minimum of 18 years old.

Person Specification

Qualifications / Experience

- Experience of working in a Leisure or Sports Centre is desirable.
- A first aid qualification is desirable.

Personal Skills

- Good customer service skills.
- A 'can-do' attitude.
- A passion and energy for sport and the leisure industry.

Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.