

**PARRS WOOD HIGH SCHOOL**  
**A member of The Greater Manchester Education Trust**

**Job Description**

**School Sports Centre Assistant, Grade 3**

Working Hours: Sports Centre Assistants work various shift patterns mainly in the evenings and at weekends.

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**Main Purpose of the Job:**

To assist the Sports Centre Manager in the provision of a safe, clean and friendly environment for all users of the School Sports Complex.

Under the direction of the Sports Centre Manager the post holder is expected to work both as part of a team and under their own initiative and will actively contribute to the achievement of its objectives.

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**Main Duties and Responsibilities:**

1. To assist the Sports Centre Manager in ensuring the efficient and effective daily operation of the sports facilities.
2. To provide an efficient, courteous and responsive service to members of the public using the school's sports facilities.
3. To deal with enquiries and to take and be aware of bookings made by members of the public to use the sports facilities.
4. To supervise the public and to provide a clean and safe environment for them to use.
5. To organise and set out equipment and ensure effective changeovers of group activities.
6. Be proactive when assisting members of the public and when necessary, reporting accidents and incidents that take place on shift to the Sports Centre Manager.
7. Be vigilant when moving around the facility and wherever possible isolate and report any hazards to the appropriate person to ensure the health and safety of the members of the public.
8. Cash handling and reconciliation.
9. To be willing to be trained and practice as a First Aider.
10. Contribute to and attend training courses as may be required.
11. When required to liaise with the school security company based in the school main reception.
12. To ensure that following the hiring period the facilities are left clean, tidy and secure.

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13. To ensure participation in new initiatives and future changes in service delivery.
14. Carry out other duties connected with the smooth and efficient running of the facility.
15. To undertake any other reasonable duty at the request of the Sports Centre Manager.
16. Parrs Wood High School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be subject to an Enhanced DBS and other pre-employment checks.

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**Where the post holder is disabled, every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable, job redesign will be fully considered.**

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**Person Specification**

**Sports Centre Assistant, Grade 3**

**For this job we are looking for:**

- Active listening and verbal communication skills for effective interaction with customers, other colleagues and staff.
- The ability to plan, organise and prioritise activities
- Ability to work independently, under supervision and as part of a team.
- Knowledge of basic health and safety.
- Willingness and able to work unsocial hours.
- The physical capability to handle heavy sports equipment at times.
- Willingness to undertake First Aid Training.

**Personal Style and Behaviour:**

- Tact and diplomacy in all interpersonal relationships with the public and colleagues at work.
- Self-motivation and personal drive to complete tasks to required timescales and quality standards.
- The flexibility to adapt to changing workload demands and new organisational challenges.
- Personal commitment to ensure that services are equally accessible and appropriate to the diverse needs of service users.
- Personal commitment to continuous self -development.
- Personal commitment to the Trust's professional standards, including dress code, at all times.
- Be willing to consent to and apply for an Enhanced Disclosure & Barring Service (DBS) check.