



THE BILLERICAY SCHOOL
A MATHEMATICS AND COMPUTING COLLEGE
JOB DESCRIPTION

Job Title	Sports Centre Assistant
Grade/Salary	£10.61 per hour
Hours	One evening per week (Monday or Wednesday) 6.15 pm – 9.15 pm
Date Required	As soon as reasonably possible
Closing Date	Monday 11 October 2021
Interview Date	To be confirmed
Reporting To	Sports Centre Manager

Details

We seek a committed and enthusiastic person to join our team.

Potential candidates are encouraged to get in touch with any questions they might have or to arrange a visit to the school.

Principal Responsibilities

The ideal candidate will have basic computer skills and have experience working with the public.

The post holder will play a valuable role in establishing relationships with customers and offering a high level of service.

Main Duties:

- To assist the Sports Centre Manager in the day-to-day operation of the centre and to support the smooth running of the facility. Responsibilities will include administrative tasks, dealing with hirers and ensuring the facilities are suitable for use.
- To deal with customer enquiries by telephone and email and respond in a polite and timely manner.
- To provide general information and advice regarding the services and activities currently available.
- To support the manager in ensuring the safety of all persons within the facilities in accordance with the normal operating procedures and within the context of the 1974 Health and Safety at Work Act.
- To assist in the preparation, setting up and dismantling of sport related equipment as required.
- To be a nominated key-holder for the facility.
- To report any issues to the manager. To maintain an understanding and knowledge of the emergency evacuation procedures and offer health and safety advice to customers.
- To ensure that equipment is in good working order and in date.
- To liaise with staff members of The Billericay School as appropriate.



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- To undertake any other duties, commensurate with the post, which may be required. The post holder may be required to assist with the operation of the 3G pitch on an ad hoc basis depending on business need.

Additional Responsibilities:

- The post holder may be asked to undertake training relevant to the role, such as first aid.
- The ideal candidate will be available to provide cover for colleagues as required – this may include an earlier shift pattern.

About the School

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year and it may be subject to modification or amendment at any time after consultation with the holder of the post.



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PERSON SPECIFICATION**



Category	Essential	Desirable
Application	<ul style="list-style-type: none">A well completed application form.	
Qualifications	<ul style="list-style-type: none">Basic computer skills	<ul style="list-style-type: none">Knowledge of marketing software
Experience		<ul style="list-style-type: none">Experience within a customer service based positionExperience in the sporting industry
Professional Development	<ul style="list-style-type: none">Willingness to undertake training appropriate to the role	<ul style="list-style-type: none">First Aid Certificate
Skills	<ul style="list-style-type: none">Good communication skills	
Special Knowledge		
Personal Attributes	<ul style="list-style-type: none">Willingness to learn and support colleagues	