



South Charnwood High School

Sports Facilities Officer

Job Title:	Sports Facilities Officer
Salary:	Hourly rate £8.70
Key Base:	South Charnwood High School
Hours:	Facility is open Monday – Friday 5.00pm – 10.00pm and Saturday/Sunday 9.00am – 6.00pm Part time available/job share available/hours to suit
Responsible to:	Site Manager / Premises Officer
Accountable to:	School Business Manager
Core Purpose:	To develop young people's potential academically, socially, morally, spiritually and emotionally in a stimulating and challenging environment in order to produce young people who can think independently, behave responsibly and continue to learn successfully
Job Purpose:	To be a member of the Premises Team and facilitate events, bookings and activities on the 3G artificial grass pitch (AGP) and other areas ensuring a quality of service for all users

Main Duties

- To be responsible for the security of the sports facilities
- Unlock and lock gates and alarm site at closing time
- To report to the Site Manager any issues including action taken
- Liaise with the Site Manager and Administrative staff regarding lettings on site and usage numbers
- Maintain the conduct of hirers whilst on site and leaving including minimising noise
- Ensuring that the site rules are followed, including footwear on the AGP
- Providing a high standard of cleanliness throughout the site
- Inform the Site Manager with any issues regarding lettings
- Undertake litter picking and other tasks associated with maintaining the grounds in a clean and tidy state
- To determine the safe playability during adverse weather conditions
- Use booking system to maintain order with pitch users
- Handle cash payments for lettings
- Conducting facility duties and checks when necessary
- Ability to create new partnerships to increase day time usage of the facility
- Ad hoc duties as directed by the Site Manager or Senior Leadership Team
- To devise, develop and implement the Football Development Plan within the catchment area and local community

- To be a member of the Football Development group and engage partner clubs to deliver the Football Development Plan
- To engage and consult with local communities and partners in order to improve the delivery of opportunities and services at a local level and increase participation amongst target groups
- To liaise / work with County FA football development staff to ensure the smooth integration / implementation of multiple-plan requirements i.e. training and education courses, social inclusion programmes, disability programmes and girls' football
- To liaise with the Site Manager regarding maintenance and condition of grass pitches and carry out maintenance of pitches and goal posts where necessary
- Dealing with first aid incidents and injuries that occur with lettings and follow up with necessary reporting procedures
- Carry out reasonable overtime requirements including covering for absent colleagues
- Attend training courses and undergo training as necessary

Health and Safety

- Have a good working knowledge of the Health and Safety legislation that relates to areas of responsibility and awareness of site related policies.
- Report to Site staff any unsafe or defective equipment

Support the school by:

- Being aware of, and uphold the school's policies and procedures, and when appropriate contribute to the development of them
- Being aware of safeguarding issues
- Participating in appropriate school-based meetings and training activities
- Undertaking any other duties that may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation with the recognised Trade Unions

Special factors

The nature of the work may involve the jobholder carrying out work outside of normal working hours.

This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and is defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006. Therefore a **DBS enhanced check for a regulated activity (includes a barred list check) is an essential requirement.**

This Job Profile sets out the duties and responsibilities of the job at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the job.

South Charnwood High School is seeking to promote the employment of disabled people and will make any adjustments considered reasonable to the above duties under the terms of the Equality Act 2010 to accommodate a suitable disabled candidate.

PERSONAL SPECIFICATION
JOB TITLE: SPORTS FACILITIES OFFICER

Essential	Desirable
	Experience of working in a school or educational environment
	Experience of working in facilities
Be first aid trained or willing to complete a first aid course	Understanding of football development outcomes and use of the pitch to achieve these
Be able to use basic I.T. equipment	
Good communication skills	Previous experience of dealing with members of the public
Good organisational skills.	Hold a football coaching qualification
Ability to build good relationships with all types of people	Some experience of working with young people would be an advantage.
Experience with handling cash	
Able to take the initiative when needed	
Be adaptable and willing to take on new tasks as required	
Must be aware of the need for confidentiality at all times	
Must be reliable with a good health record	