

	Casual Sports Centre Assistant Job Description and Person Specification	
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Post Title:	Sports Centre Assistant
Responsible to:	Sports Centre Manager
Responsible for:	Sports Centre duties
Grade	Inspire Support Band B Casual daily rate: £9.24 to £9.43 per hour plus pro rata holiday pay

Main Purpose of Job

This post is based in the Thomas Rotherham College Sports Centre.

Reporting to the Sports Centre Manager or his/her Deputy, to assist in all aspects of the day-to-day operation of the Sports Centre and its associated facilities and services.

All staff are required to work flexibly and in a way that encourages a positive work environment that is solution focused and proactive for all.

The successful candidate will ideally hold a gym instructor qualification, have excellent interpersonal skills, be punctual and able to follow HSE regulations. An up-to-date first aid qualification in an exercise environment is desirable

Excellent standards of behaviour, respect and learning depend upon the ‘tone’ set by all members of the Trust community. We build upon our strengths – together!

For the purposes of this Job Description and Person Specification, Trust is Inspire Trust and all Academies working within the Trust. All duties outlined below are the responsibility of the post holder who will be accountable for delivery. Where there is specific connectivity with another post or the lead responsibility for an activity lies with another member of staff this is stated and will be expanded on in the Operational Schedule (or procedures) for this post.

Main Duties of the Post (including Leadership, Accountabilities and Operational Activities).

A=Accountability (which means being responsible for something to somebody), L= Leadership (guide, direct and influence the outcomes of) O=Operational (day-to-day management and control of these activities)

1. Role Specific Duties and Responsibilities

1		A	L	O
	Sports Leisure Responsibilities			
1.1	To act as Duty Officer, including the locking and unlocking of the buildings.	✓	✓	✓
1.2	To be responsible for the setting up and clearing away of equipment for Sports Hall and the all-weather pitch.	✓	✓	✓
1.3	To assist with special events e.g. sports camps, sports promotional events, etc.	✓	✓	✓
1.4	To ensure high standards of equipment maintenance and cleanliness	✓	✓	✓
	Delivery of Fitness Programmes, Exercise Classes and Assessments			
1.5	Complete weigh-ins and measurements for our clients.	✓	✓	✓
1.6	Give members initial and updated gym programmes.	✓	✓	✓
1.7	To instruct, induct and advise all participants on safety and the basic principles of the gym equipment.	✓	✓	✓
	Sports Centre Reception Responsibilities			
1.8	To be responsible for handling enquiries and bookings at Sports Centre reception.	✓	✓	✓
1.9	To be responsible for cash handling and banking.	✓	✓	✓
1.10	To undertake appropriate administrative tasks as required, to include word processing and file management	✓	✓	✓
1.11	To operate the computerised membership and booking system, including inputting data.	✓	✓	✓
1.12	Assist with recruitment of new fitness studio memberships.	✓	✓	✓
1.13	To ensure the highest possible levels of retention of Sports Centre membership and promotion of the facilities to potential members.	✓	✓	✓
1.14	To undertake appropriate marketing and promotional activities for TRSports.	✓	✓	✓
1.15	To sign up new adult learners and help with their enrolment.	✓	✓	✓

Advice, liaison and networking				
1.16	To liaise with customers and other Sports Centre staff to develop and deliver the college Sports Development Strategy and policy;			✓
1.17	To provide customers with advice and information regarding gym equipment, booking availability and membership packages	✓	✓	✓
1.18	To liaise and network with other sporting bodies and outside agencies to continue development of the opportunities on offer at TRSports.			✓
1.19	Take responsibility for promoting and safeguarding the welfare of children and young people.	✓	✓	✓
Other duties				
1.20	To provide first aid care as required.		✓	✓
1.21	To ensure that all internal Health and Safety procedures are appropriately carried out.	✓	✓	✓
1.22	To liaise closely with the Community Language Department concerning class locations and to direct adult students to classrooms.	✓	✓	✓

2. Generic Duties and Responsibilities

2.1	Comply with all Trust policies and procedures and work in accordance with the Code of Conduct for Staff.
2.2	All employees will be asked to work at their level on pupil/student interventions to meet the needs and targets of the Trust. For support staff this will include First Aid (training will be provided).
2.3	Be aware of and support differences and ensure all pupils, students and staff have equal access to opportunities to learn and develop.
2.4	Participate and contribute to Appraisal and the development of Service Delivery Plans and Operational Schedules.
2.5	All employees will undertake regular and routine continuing professional development (including attendance and contribution to internal Training and Planning events) to ensure that they develop and recognise their own strengths and areas of expertise and use these to achieve and support others and the aims of the Trust.
2.6	Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
2.7	Contribute positively to the overall ethos / aims of the Trust including participation in appropriate networks and projects.
2.8	Establish constructive relationships and communicate with others (inside and external to the Trust).
2.9	Organise and support Academy and Trust events as requested.
2.10	Any other reasonable and appropriate duties as directed by Senior Staff at any Trust Academy.
2.11	All staff are required to work in a way that encourages a positive work environment that is solution focused and proactive for all.

Person Specification

Post: Casual Sports Centre Assistant

1	Qualifications / Training / Experience	Essential Criteria	Method of Assessment
1.1	Level 2 qualification in Gym Instructing	✓	AF, CQ
1.2	Level 2 Fitness or Sports Coaching qualification	✓	
1.3	Level 3 Personal training qualification		AF, CQ
1.4	Successful instructing experience in an exercise class environment		AF, I
1.5	Awareness and understanding of key and current health and fitness issues	✓	AF, I
1.6	Evidence of having taken advantage of appropriate opportunities for professional development	✓	AF, I
1.7	Current First Aid at Work qualification		AF, CQ
2	Skills and Aptitudes		
2.1	Evidence of excellent Customer Care skills	✓	AF, R
2.2	Ability to motivate and encourage individuals	✓	AF, R, I
2.3	An innovative and adaptable teaching style	✓	AF, R, I
2.4	Effective verbal and written communication skills	✓	AF, R, I
2.5	Excellent personal presentation, delivery and time management skills	✓	AF, R, I
2.6	Effective team working skills	✓	AF, R, I I
2.7	Have a flexible and dynamic approach to instructing/training.	✓	I, R
2.8	Possess a high degree of professionalism and confidentiality	✓	I, R
2.9	Ability to relate effectively and compassionately to others	✓	I, R
2.10	Awareness of the need to provide positive support to others	✓	I, R
2.11	Energy and enthusiasm	✓	I, R
3	Mandatory Requirements		
3.1	A DBS check at an enhanced level (formerly CRB check) must be undertaken by all candidates and be satisfactory as a condition of employment with Inspire Trust.	✓	DBS Check
3.2	School posts are exempt from the Rehabilitation of Offenders Act, 1974; all current convictions, cautions and bind overs must be declared on the application form or provided in a sealed envelope addressed to the Headteacher. The 2013 amendments to the Act allow that minor spent convictions, cautions and bind overs do not need to be declared.	✓	AF/R
3.3	References that confirm suitability to work with children, reference must be provided from current/most recent employer. References will not be accepted from members of candidate's families or acting purely as a friend.	✓	AF/R
4	Physical Requirements		
4.1	Health and physical capacity for the role.	✓	I, R

4.2	A good attendance record in current employment, (not including absences resulting from disability).	✓	I, R
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5. Effective Behaviours

The Trust looks for evidence from all candidates of effective behaviours which we value and have found to be consistent with high performance. Part of our selection process will be to assess whether candidates can demonstrate that they have exhibited these behaviours in their current or previous employment, education, voluntary or other activity. Candidates are advised to read the following carefully and provide examples of these in the 'Information in Support of the Application' section of the application form. Candidates should be prepared to discuss these in the interview process.

5	Effective Behaviours	Method of Assessment
5.1	Managing self and personal skills: Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.	A/I/R
5.2	Delivering excellent service: Providing the best quality service to all pupils and staff and to external customers e.g. clients, suppliers. Building genuine and open long-term relationships in order to drive up service standards.	A/I/R
5.3	Finding innovative solutions: Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative and workable solutions. Identifying opportunities for innovation.	A/I/R
5.4	Embracing change: Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.	A/I/R
5.5	Using resources: Making effective use of available resources including people, information, networks and budgets. Being aware of the financial position of the Trust and impact of decisions on this.	A/I/R
5.6	Engaging with the big picture: Seeing the work that you do in the context of the bigger picture e.g. in the context of what the Trust and each Academy are striving to achieve and taking a long-term view. Communicating vision clearly and enthusiastically to inspire and motivate others. Appreciating the role of others, their impact on you and your impact on them.	A/I/R
5.7	Developing self and others: Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the Trust.	A/I/R
5.8	Working with people: Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wider range of interpersonal skills.	A/I/R
5.9	Achieving results: Planning and organising workloads to ensure that deadlines are met within resource constraints. Consistently meeting objectives and success criteria.	A/I/R

Key to abbreviations: **AF** Application Form, **R** References, **I** Interview, **CQ** Certificate of Qualification, **OT** Occupational Testing (this method of assessment is optional but if used it may be at the shortlisting or interview stage – candidates will be informed), **DBS** Disclosure and Barring Service Check

This specification has been prepared in accordance with the requirements of the Trust's Equal Opportunities in Employment Policy. We undertake to make any 'reasonable adjustments' to a job or workplace to counteract any disadvantages a disabled person may have.

