

Title of Post	Gym / Sports Facilities Supervisor
Hourly Rate	£8 to £11.44 per hour (depending on age)
Reporting to	Sports and Facilities Manager
Date	January 2025
Time/Hours	Variable hours contract: 8 to 15 hours per week (evenings and weekends)

The duties outlined in this role description are in accordance with the Schemes of Conditions of Service as determined by The National Joint Council for Local Government Employees. This role description may be modified by the Headteacher, to reflect or anticipate changes which are commensurate with the salary and role title and improvement and expansion plans of the school. This role description will be reviewed periodically.

#### Personal and Professional Standards

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Post holders are subject to an enhanced DBS check
- Support the aims and ethos of the school
- To set a good example in terms of professional dress and appearance, punctuality and attendance
- Take responsibility for personal development making full use of the school's professional development opportunities and training
- To attend team and staff meetings as appropriate, contributing actively whenever possible.
- To provide a courteous, prompt and polite service to all members of the school's community including parents, students, all staff and visitors.
- To actively contribute to the school's mission statement by forming positive relationships within the school community and working collaboratively and in good humour with other colleagues as appropriate or when directed
- Be aware and comply with all relevant policies and procedures within the school, particularly those relating to child protection, equality, health and safety and confidentiality. It is the duty of all colleagues to report breaches of school policies or procedures to the Headteacher.

#### Duties Specific to the Post Holder

- Be a proactive team member and fulfill duties as required on a rota basis and on occasion provide absence cover
- Provide a welcoming and professional service to members and visitors ensuring main reception area is clear and tidy
- Marketing outreach, sales and sales administration – as required (training provided)
- Assisting gym members with safe use of equipment (training provided)
- Action telephone and email enquiries intelligently, often dealing with confidential matters
- Access and update relevant databases and manual information systems
- Ensure membership database is organised and managed to a high standard
- Handling online payment transactions
- Sort and distribute mail, deliveries and collections

- Undertake typing, word processing and other IT/administrative tasks to assist smooth running of sports facilities
- Take and deliver messages when required
- Be the first point of contact for visitors during an emergency evacuation and maintain a log
- Cleaning duties as required – of the gym and its equipment/machinery
- Be willing to take on jobs to balance the workload of others when required, contributing to a cohesive and supportive team

<b>Person Specification</b>	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>		
1. A good standard of general education, including a C grade at GCSE (or equivalent) in English and Maths	X	
2. A Level qualifications		X
3. Intermediate ICT training in Microsoft programmes		X
<b>Experience</b>		
4. Experience of running effective administrative and clerical systems		X
5. Working with children, young people, parents and families		X
6. Working as a part of a team, as well as on your own initiative		X
<b>Knowledge</b>		
7. Demonstrate an understanding of issues linked to confidentiality	X	
<b>Skills</b>		
8. Ability to communicate effectively both orally and in writing	X	
9. Ability to prioritise and meet deadlines	X	
10. Ability to use IT systems effectively to produce reports and record information		X
11. Demonstrate an ability to cope with stressful/conflict situations	X	
12. Demonstrate enthusiasm, tact, diplomacy, warmth, empathy, forward thinking and good organisation	X	
13. The flexibility to adapt to changing workload demands and new school challenges	X	
14. Personal commitment to continuous self-development	X	
<b>Personal Qualities</b>		
15. Good role model	X	
16. Strong interpersonal skills	X	
17. Energetic, creative and enthusiastic	X	
18. Co-operative, flexible and responsible	X	
19. Able to prioritise and work under own initiative	X	
20. Reliable, well organised and committed to high standards	X	
21. Accurate with a good eye for detail	X	
22. Able to maintain confidentiality	X	