

## **JOB DESCRIPTION**

### **AD HOC SPORTS CENTRE GENERAL ASSISTANT**

This job description is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude towards these duties which may, after discussion, have to be varied, subject to the needs of the facility and in keeping with the general profile of the job.

The post holder will be responsible to Sports Centre Manager/Deputy Manager.

#### **Responsibilities**

- Open and close the building including the School's Swimming Pool if required and assist with water testing throughout the day.
- Open and close facilities as required i.e. Astro pitches and JMP and carry out adhoc spot checks.
- Answer enquiries for the Children's Multi Holiday Activity.
- Begin enquiries for external lettings and process any Room Booking entries when required.
- Begin enquiries for membership sales.
- Help to ensure all bookings run smoothly and on time. Where possible help to ensure equipment is out ready for use.
- Check pupils are using the facilities in the correct manner.
- Answer minor queries from pupils/staff and members of the public.
- Answer general phone queries.
- Give out keys when appropriate and ensure their safe return.
- Check all members of the public coming in to use the facilities are members of the Sports Club.
- Take payments through the till and credit card machine.
- Help serve hot and cold drinks and confectionaries from the coffee bar.
- Assist with any other commercial activities relevant to Qualifications.
- Take responsibility for applying a compliant data protection approach across all activities which involve personal data or data processing, in line with the School's Data Protection, Information Security and IT Acceptable Use policies.
- Any other reasonable task as directed by the Sports Centre Manager.

**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. The post holder will be subject to a DBS check.**