

## North Northants Council – Job Description Sport Assistant

**Service Area:**            **Housing and Communities**

**Reports To:**            Duty Manager

**Responsible For:**    N/A

**Scale:**                    1-2

**Post Number:**

### **Overall Job Purpose:**

To undertake a range of duties throughout Lodge Park Sports Centre to assist in the operational requirements and delivery of activities to customers of the Sports Centre on a daily basis.

### **Main Duties and Responsibilities:**

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

Undertake daily and associated duties as specified in the Normal Operating Procedures and Emergency Action Plans, including cleaning, setting up and taking down equipment, dealing with phone calls, taking bookings and answering customer enquiries and ensuring the day to day running of Lodge Park Sports Centre.

Ensure an excellent standard of customer care is implemented and maintained at all times.

The carrying out of all cleaning tasks, both internal and external as per the facilities cleaning procedures and quality standards.

Ensure the general safety and behaviour of the public to prevent injury, misuse and damage to equipment.

Conduct routine checks of all areas, including changing rooms, toilets, function areas, fitness rooms external courts and report damage as per operating procedures.

Record accidents and maintain other records relevant to the Sports Centre as required by the Leisure Manager or Duty Manager.

Comply with the Councils Health and Safety Policy, including weekly and monthly checks.

Cover reception duties as required.

Attend an annual EDS interview and subsequent reviews to monitor work as set between the employee and facility management.

- Assist with the assembling and dismantling of equipment for all sporting and special events.
- Administer the appropriate First Aid as required.
- Assist with the delivery of supplies, cleaning materials, equipment etc.
- Assist with the implementation of advertising programme including leaflets, notice boards and special events.
- Undertake other duties related to the functioning of the Sports Centre as directed by the Leisure Manager or Duty Manager.
- A uniform will be provided and to be worn at all times.
- Any overtime will be paid at a basic rate.

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### **Additional Information / Local Agreements attached to this post**

Advancement to Scale 2 pay is subject to achieving: -

- Stand In Duty Manager training
- First Aid at Work

The postholder must attend all relevant training related to facility operation.

Hours of work will include all facility opening times (including evenings and weekends) and some bank holidays.

A 3-week shift system applies and any overtime payments will be paid at basic rate

Subject to DBS Clearance

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I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

## North Northants Council – Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Education / Qualifications	NVQ level 2 in Sports Studies or equivalent	D	A / I
	Fitness Instructor Qualification	D	A / I
	A First Aid Certificate	D	A / I
	Sports Coaching Qualifications	D	A / I
Skills / Experience	The postholder must possess excellent customer care skills, be courteous at all times as well as being flexible, positive and enthusiastic in their approach to the required duties.	E	A / I
	Experience of dealing with the public.	E	A / I
	Good interpersonal and organisational skills.	E	A / I
	Knowledge of Health and Safety.	D	A / I
	Previous experience of working in the Leisure Industry	D	A / I
	General PC skills and cash handling experience.	D	A / I
Miscellaneous	It is a special condition of employment that the postholder will work a shift system, which is subject to variation to meet the exigencies of the service. The salary grade recognises this condition and no additional payment will be made in respect of the alternating shift system and weekend work	E	A
	The postholder must attend all relevant training related to facility operation.	E	A
	Hours of work will include all facility opening times (inc evenings and weekends and some bank holidays when the facility is open)	E	
	Any overtime payments will be paid at basic rate	E	
	A uniform and name badge are provided and must be worn	E	
	The post holder may be required to work at other facilities within North Northants Council	E	

**A - Application                      I - Interview**