

*Job
Description*

DIRECTORATE/DEPARTMENT : THE KINGSTONE SCHOOL

SECTION: Community and Extended Services

JOB TITLE: SPORTS SUPERVISOR

JOB REFERENCE NO:

GRADE: 3

EMPLOYEE SUPERVISION:

Sessional Staff as necessary

PURPOSE OF POST:

To assist in the management of all aspects of the school sports facilities including security, supervision of users of the centre, undertaking fitness assessments, coaching, instruction (where appropriate), setting up and dismantling of equipment, cash reconciliation and banking.

MAIN AIMS:

1. Assist pupils and the local community in the use of all school sports facilities including, fitness suite, dance studio and sports pitches.
2. Undertake the role of Duty Manager of the centre and be responsible for the safe operation of the on site sports facilities.
3. Supervise all sports facility users and ensure compliance with all Health and Safety Policies and Procedures.
4. Supervise other staff as required.
5. Undertake fitness assessments as appropriate once the necessary training has been successfully completed.
6. Instruct on courses and activity programmes where appropriate depending on the type and level of qualification required.

RESPONSIBILITIES:

1. Welcome users to the centre, ensuring that signing in arrangements are completed and the appropriate remuneration is collected in accordance with the pricing policy of the centre.
2. Take bookings from members of the public and community groups ensuring that the electronic booking system is accurate and up to date.
3. In conjunction with the Site Management Team be responsible for the security of the premises ensuring that locking up procedures are completed at the end of each day.
4. Act as a key holder for the premises as and when required.
5. Ensure that all sports and fitness equipment is fit for purpose and report any defective equipment as soon as a problem is identified.
6. Supervise the use of the equipment, ensuring safe working practices are adhered to by all users of the centre.
7. Ensure that the correct sports equipment is set up in a timely manner and is dismantled and stored appropriately at the end of the session.
8. Provide support to coaches and other staff members in the delivery of curricular and community activities.
9. Reconcile daily income to the centre and complete the necessary paperwork in accordance with the accounting procedures in place.
10. Ensure that security of the takings is maintained at all times.
11. Lead or assist with coaching and instruction dependent upon qualifications and training.
12. Undertake fitness assessments and tests for fitness suite users following the appropriate training.
13. Maintain records of users of the centre in order to provide a range of statistical data for monitoring and evaluation purposes.
14. Ensure that all existing and new health and safety regulations and codes of practice are in place and are adhered to by all users of the centre.
15. Undertake an evacuation of the centre as required in line with policies and procedures in place.
16. Undertake training and professional development as required in order to enhance personal performance and improve the service to users.
17. Ensure that child protection procedures are fully adhered to and report any issues of concern.