



SENNOCKE CENTRE

SEVENOAKS SCHOOL SPORTS CENTRE

JOB DESCRIPTION

Sports Operations Assistant (Full-time, all year round)





The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1100 pupils from the age of 11 to 18.

Further information about the school can be found at: www.sevenoaksschool.org.

The Campus

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes a number of listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away. Gatwick airport is only 30 minutes by car, and there are good transport links to other London airports and the Channel Tunnel.

The school has first-class resources and facilities, including a superb sports centre, The Sennocke Centre, and a state-of-the-art performing arts centre, The Space, which provides four outstanding venues for music and drama. A world-class Science and Technology Centre and a Global Study Centre for the Sixth Form opened in 2018. An additional boarding house for boys, a contemporary building with light, modern facilities, opened in September 2019.

The Sports Centre (Sennocke Centre)

The Sennocke Sports Centre is a multi-million pound sports venue and is complemented by outlying pitches and

hard courts, athletics track, astro pitches and pavilions. The facilities are built and maintained to the highest specification, enabling athletes and players to maximise their performance whilst actively reducing impact on the body and limiting injury.

For this reason we have been recognised for providing excellent training and High Performance facilities.

The centre comprises the following facilities:

- 8 court sports hall
- 25m, 6 lane swimming pool
- Fitness suite & weights room
- 3 glass-backed squash courts
- Dance and aerobics studio
- Rock and rope climbing area
- 3 indoor tennis courts
- Servery & meeting room
- Physiotherapy room
- Floodlit hard court
- Athletics Track, Astro and Grass pitches with pavilions

The Sennocke Centre's primary purpose is the provision of sports facilities and specialist coaching to the students of Sevenoaks School. When not in use by the school, the resources and facilities of the centre are normally available for commercial and community use for membership (including staff) activities, performance coaching and courses.



Our aim is to provide both opportunity and excellence for all and we want every user of the Sevenoaks School Sports Centre to feel inspired and motivated to achieve their sporting best.

Purpose of Job

- To assist with all aspects of the daily running of the Centre, ensuring an effective and efficient service is provided for both the School and external users.
- To carry out daily general leisure assistant duties for the Sports Centre.

Reporting to

The Sports Operations Assistant will report to the Operations Manager.

Responsibilities and Main Duties General Duties

- To act as the shift lead to ensure all tasks are carried out in a timely and effective manner.
- To carry out lifeguard duties as required to ensure safety of the swimmers at all times, dealing with emergencies should they arise.
- To set up and de-rig areas and equipment in accordance with the daily programmes, checking regularly for amendments with planned activities and taking action accordingly.
- To ensure that fitness and sports areas, other teaching spaces, communal and access areas are prepared, safe and effective for the programme.

- To ensure that equipment is fit for purpose. This will involve, inspecting, cleaning, organising equipment and storage and arranging repairs or replacements where necessary.
- To supervise, intervene & promote safe practices and behaviours within the Pool, Fitness and Team Sports
- To be a key holder with responsibility for building opening and closing procedures and use of alarms.
- To stow and return lost and left property.
- To reconcile daily income.
- From time to time you will be required to support with participants supervision. For example, to supervise a basketball session.
- To prepare, display and clear hospitality.
- To prepare meeting rooms, audio visual equipment, music and provide safety briefings to visitors.
- To order and replenish sporting equipment and non-sporting goods, coordinating the diary and hosting externally arranged deliveries and contractors.
- To cover departmental duties including reception as and when required.
- To attend regular mandatory training as required for the post.
- To ensure that the Centre's Safeguarding, Safety and Security measures are upheld at all times in line with regulations and policies as required.
- To walk the building and outlying pitches at regular



intervals.

- In the absence of the Operations Manager, to take accountability to ensure continuity of the planned activities and normal duties.
- To support other departments of the school carry out their duties (in the sports centre) as well as providing support to the wider school when required as directed by the Operation Manager.

Customer Service

- To ensure customers experience a high level of professional standards at all times. Acting as a direct host for commercial activities.
- To welcome and interact with visiting group representatives & spectators, act as a chaperone and host to all visitors to the centre, ensuring that that only authorised persons have access to facilities and activities in line with our policies and ensure that all visitors are accompanied and directed to their destination as necessary.
- To ensure that visiting sports clubs work within the perimeters of their bookings and to ensure that only authorised persons are allowed access.
- To display excellent customer service at all times.

Maintenance

- To carry out daily checks and inspections of equipment, ensuring outcomes are logged and reported in line with our mandatory requirements.
- To undertake cleaning, housekeeping and general duties, responding to spillages, cleaning tasks and incidents as they occur.

- To tidy stores and rearrange furniture as required.
- To conduct cleaning audits & weekly inspections.

Health and Safety

- To uphold the safety, security and welfare of yourself, school pupils, external users and your colleagues in accordance with all Centre procedures and H&S legislation and raising any concerns regarding this issue with the Sports Centre Manager.
- To comply with the Centre's Emergency Action Procedures and drills as required.
- To report all faults, incidents, accidents and dangerous occurrences.
- To maintain records, appropriate to the needs of the school and in accordance with current legislation.
- Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

Person Specification

Essential

- Current NPLQ (or a willingness to undergo training to achieve this).
- Excellent Customer Service skills.
- Experience of working in a customer facing environment.
- A good understanding of health and safety legislation.



- Ability to problem solve and provide practical solutions.
- Good Microsoft Office Skills.
- Reliable and adaptable with flexibility for short notice shift changes.
- Alert and attentive to responsibilities.
- Positive disposition, with a 'can do' attitude.
- Ability to quickly acquire knowledge, understand complex issues and be able to work and deliver in a busy, fast paced environment.

Desirable

- Hold a recognised industry qualification (NVQ, HND).
- Current First aid at work certificate.
- Other relevant CPD (eg REPS).
- Pool Plant Operators Certificate.
- Experience of working in a similar role.
- Knowledge of regulations relating to delivering sports to over 8's.

Hours

The Centre operates all year round, normal operating hours are 06:45 to 22:30 (these are slightly different during the current times) Monday to Sunday.

The role is full-time all year round and works on a rotational shift pattern including evening, weekend and Bank Holiday working. Hours will be 40 hours per week, and shifts will alter depending on the needs of the centre.

Salary and Benefits

Salary

The salary is up to £21,000 per year, depending on the experience of the successful job holder.

Benefits

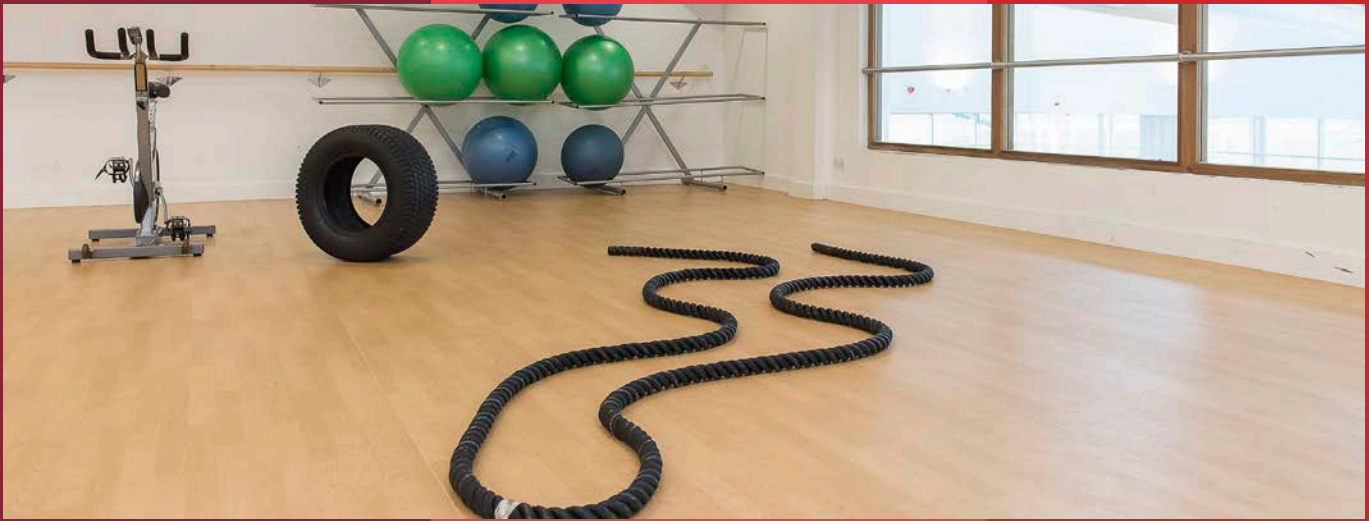
- Holiday entitlement of 33 days (including bank holidays).
- Membership of the school's fitness centre.
- School lunch.
- Membership of the school's defined contribution pension scheme is available.
- Cycle to work scheme.
- Employee Assistance Programme
- Other benefits such as free or subsidised tickets for school music and theatre productions and access to an employee discount scheme.

Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

Offer Conditions

The successful applicant will be offered the role subject to the satisfactory completion of a number of background checks including but not limited to: an enhanced DBS check with children's barred list check, the taking up and verification of



references, the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

Application

If you wish to be considered for this role, please complete the support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and sent by e-mail to humanresources@sevenoaksschool.org CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full. Please enter the vacancy you are applying for in the subject line of the e-mail.

The closing date for applications is 26/09/2021 at 23:59.

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

Sevenoaks School is a Covid-19 secure environment. Interviews will be held in person in line with social distancing requirements.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.