

**POST TITLE: Sports Hall Attendant**

**Casual as required, NJC Scale 2, Full Year**

**POST RESPONSIBLE TO: Sports Facilities Manager**

**POST RESPONSIBLE FOR:** The post has no responsibility for staff

### MAIN PURPOSE OF THE JOB

To assist in the smooth running of Marple Hall Sports Facilities by undertaking the following duties as directed, in order to promote the business, customer information and enhance the image of the facility.

### DUTIES AND RESPONSIBILITIES

- To be responsible for the general safety and behaviour of the public, preventing misuse or damage to internal and external facilities
- To assemble and dismantle equipment and displays, reporting any defects affecting the safety of users
- To assist users with instructions on the proper use of equipment, when necessary
- To ensure that all equipment in current use is in safe working order and that any repairs necessary are actioned promptly
- To ensure a comfortable environment is maintained with the Sports Facilities in accordance with the specification
- To ensure that cleaning is undertaken in accordance with the appropriate schedules in order to enhance the appearance and the presentation of the Sports Facilities
- To operate the booking system, keeping statistical records as directed
- To answer enquiries and hire out equipment
- To accept items of lost property and record details
- To ensure all users pay the official fee and receive a receipt on entry
- To check the float, reconcile the takings and complete the daily income sheet
- To promote the Sports Facilities and encourage use of the facilities and services at all times

***Our Community — Our Future***

***A place of excellence where learners are proud of their school and confident of success***

Headteacher  
Mr J. E. Barker

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Bronze

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We're working  
towards Artsmark  
Awarded by Arts  
Council England



Healthy School



The Marple Hall  
Spirit

### **General**

- To have due regard for data protection, confidentiality and health & safety policies.
- Plan, organise and carry out work to strict deadlines including prioritisation of own workload, referring queries as necessary to the Sports Facilities Manager.
- To undertake appropriate training as required. To act as a First Aider on duty and take training as required.
- To take part in the annual professional development reviews for support staff being aware that job descriptions are subject to regular review.
- To undertake any other duties which may be assigned to the post from time to time as directed by the Head teacher.

### **Contacts**

Regular : Students, teachers, parents/guardians, visitors, administrative staff, customers, sports clubs

Occasional : External companies

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

