

ERSKINE STEWART'S MELVILLE SCHOOLS



SPORTS ATTENDANT

The ESMS Sports Centre at The Mary Erskine School are recruiting for a part-time Sports Attendant to join our staff on a permanent basis. Positions are immediately available, subject to satisfactory pre-employment checks.

The people that work for us are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

Sports Attendants have an important role to play in maintaining a safe, clean, and enjoyable environment for customers. The postholder will be involved in all aspects of the activities taking place at the Sports Centre. The role will involve communicating with all kinds of people: children, adults, parents, teachers, staff, and colleagues. The postholder will demonstrate a keen interest in sport and a genuine interest in helping others.

While not essential, it would be advantageous if applicants held one or more of the following:
Leisure Qualifications:

- NPLQ Trainer Assessor
- First Aid

Remuneration will be on ESMS Support Staff B Scale (£9.25 - £9.63 per hour), with a range of additional benefits.

ROTA

A degree of flexibility is required in this role however we anticipate that postholders will be contracted for 12 hours per week on the following rota:

Week 1:

Thursday 4:30pm-10:30pm (6 hours)
Friday 4:30pm-10:30pm (6 hours)

Week 2:

Saturday 1:30pm-6:30pm (5 hours)
Sunday 9:30am-4:30pm (7 hours)

This is an open vacancy and interviews will be conducted as applications are shortlisted.

THE POST

- Basic Function** Sports Attendants have an important role to play in maintaining a safe, clean, and enjoyable environment for customers.
- Accountability** Sports Attendants report to the Sports Centre Manager, and are supervised by the Duty Supervisor whilst on shift.
- Relationships** Sports Attendants work closely with all members of staff in the Sports Centre, and liaise with a variety of individuals who use the facilities (including children, adults, parents, teachers and staff).
- Authority** Sports Attendants have authority as delegated by the Sports Centre Manager.

KEY RESPONSIBILITIES

General Duties

- Carry out cleaning programmes for the fitness room and sports equipment, reporting any defects or breakages. Maintain a high standard of cleanliness and maintenance in all areas of the centre.
- Work at Reception, dealing with telephone calls and emails, and liaising with service users.
- Setting up and taking down sports equipment, ensuring that all bookings start and finish on time.
- Assist with promotional activities as organised by Management.
- Maintain a full understanding of the Sports Club membership and booking system and be able to deal effectively with all customer enquiries.
- Deal with customer queries in person and over the telephone in a confident and positive manner.
- Any other reasonable duties as may requested by Management.

Gym Duties

- Carry out inductions for first-time users of the fitness room to the highest standard, ensuring that the customer gains the knowledge and confidence to return and use the fitness room safely
- Patrol the activity areas to ensure all areas conform to the health and safety standards and are therefore safe.

REQUIRED SKILLS

	Essential	Desirable
Experience		<ul style="list-style-type: none">• Previous experience of working in a customer-facing environment• Previous experience of working in a school setting• Previous experience of working in a gym or fitness centre

Skills/ Abilities/ Qualifications	<ul style="list-style-type: none"> • Excellent communication skills (orally and in writing) and interpersonal skills. • To adhere to and follow instructions for current industry guidance ensuring Health and Safety standards are met • Ability to multi-task and prioritise own workload with good attention to detail • Adaptability for working on team tasks and individual tasks 	<ul style="list-style-type: none"> • Coaching or fitness qualification • First Aid certificate
Personal Attributes	<ul style="list-style-type: none"> • Discretion and confidentiality • Organised and punctual 	<ul style="list-style-type: none"> • Keen interest in sport and fitness

REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

Hours of Work The postholder will be contracted for a minimum of 12 hours per week. A degree of flexibility is required and you should keep the Sports Centre Managers informed of your ongoing availability.

Location The postholder will be based on The Mary Erskine site at Ravelston.

Holidays The schools' holiday year runs from January to December and the postholder will receive a pro-rata annual leave entitlement (full annual entitlement is to 30 days' annual holiday leave, plus 10 days' statutory holiday).

Salary The successful candidate will be appointed on the ESMS Support Staff Salary Scale B (£9.25 - £9.63 per hour). All salaries are reviewed on 1 April annually.

Eligibility ESMS is unable to sponsor the employment of international workers in this role. International applicants will therefore be unable to apply for and secure a Skilled Worker visa. The successful candidate will only be able to take up this role if they can demonstrate an alternative right to work in the UK.

ESMS reserves the right to withdraw this position at any time.

APPOINTMENT PROCEDURE

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to recruitment@esms.org.uk.

Any enquiries about this position should be directed to Laura McMurray, HR Assistant, at recruitment@esms.org.uk or by phone on 0131 347 5867.