

ERSKINE STEWART'S MELVILLE SCHOOLS



SPORTS ATTENDANT

The ESMS Sports Centre at Queensferry Road are recruiting for 3 Sports Attendants to join our staff on a permanent basis.

The centre is part of the Ravelston Sports Club, a members club serving the community of ESMS Schools. Membership is open to School pupils, staff and the families of these groups. We also, offer community membership for residents within the local area.

On a day-to-day basis as a Sports Attendant, you will be responsible for acting as first point of contact for our customers, creating a welcoming environment and helping our customers to get the best experience on every visit.

Position 1:

Hours of work may vary from week to week; however we can anticipate the postholder will be contracted for an average of **34.5 hours per week**, on a 2-week rotational shifts. Working hours are between Monday and Sunday between the hours of 8.30am and 10.30pm (longest shift 8.30am to 4.30pm with 30 minutes unpaid break and shortest shift 2.30pm to 8.30pm). The successful candidate will have **2 consecutive days off each week**. (Example shifts can be found in the document attached *Example shifts*). Remuneration will be on the ESMS Support Staff Salary Scale C which is £20,186 - £20,690 per annum (£11.22 - £11.51 per hour) and is depending upon experience and qualifications.

Positions 2 and 3:

Hours of work may vary from week to week; however we can anticipate the postholder will be contracted for an average of **20.25 hours per week**, on a 2-week rotational shifts. Working hours are between Monday and Sunday between the hours of 8.30am and 10.30pm (longest shift 8.30am to 4.30pm with 30 minutes unpaid for lunch and shortest shift 2.30pm to 8.30pm). The successful candidate will have **2 consecutive days off each week**. (Example shifts can be found in the document attached *Example shifts*). Remuneration will be on the ESMS Support Staff Salary Scale C which is £11,848 - £12,144 per annum (£11.22 - £11.51 per hour) and is depending upon experience and qualifications.

Our ideal candidate will have a NPLQ (National Pool Guard Qualification). Additionally, whilst not essential, it would be advantageous for the applicants to have one of the following leisure qualifications:

- First Aid
- Pool Plant Operators Certificate

- Gym Instructors Award
- Coaching Certificates

The successful candidate will be given the opportunity to gain the following qualifications and certificates, and they will have the chance to be trained and progress to become a Duty Supervisor:

- NPLQ Trainer Assessor Qualifications
- First Aid at Work Qualification
- Pool Plant Operator Certificate

Staff are offered a range of benefits including: a generous holiday allowance (25 days' annual leave pro rata, plus 10 days' statutory holiday), enhanced sick pay, family friendly policies, use of the schools' swimming pool and fitness room outside school hours, membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations.



APPLICATION 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 before the closing date.

Any enquiries about this position should be directed to Vanessa Rossi, HR Assistant, at recruitment@esms.org.uk

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