

## ERSKINE STEWART'S MELVILLE SCHOOLS



### SPORTS ATTENDANT and DUTY SUPERVISOR

The ESMS Sports Centre at Ravelston are recruiting for 2 part time Sports Attendants and Duty Supervisors to join our staff on a permanent basis for two days per week.  $\frac{3}{4}$  of the shifts will be as a Duty Supervisor and  $\frac{1}{4}$  of the shifts as a Sports Attendant.

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 Duty Supervisor, you will play a key role in supervising the financial, human and physical resources on a shift-to-shift basis achieving the financial, customer, employee, internal business processes and learning growth objectives of the organisation and to provide line supervision, support, guidance and leadership to facility staff to deliver excellent customer service.

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.

Hours of work may vary from week to week, however we can anticipate the postholder will be contracted for an average of **11.25 hours per week** over 2 days, on a 2-week rotational shifts. Working hours are between Monday and Sunday between the hours of 9.30am and 10.30pm (longest shift 9.30am to 4.30pm with 30 minutes unpaid break and shortest shift 5.30pm to 10.30pm). The successful candidate will have **2 consecutive days off each week**.

#### Example shifts:

Position 1 52 weeks contract

Week 1			
Day	Role	Pattern	Hours
Saturday	Duty Supervisor	1.30pm-6.30pm	5 hours
Sunday	Duty Supervisor	9.30am-4.30pm	6.5 hours (30 minutes break)
		<b>TOTAL</b>	<b>11.5 HOURS PER WEEK</b>
Week 2			
Wednesday	Duty Supervisor	4.30pm-10.30pm	6 hours
Thursday	Sports Attendant	5.30pm-10.30pm	5 hours
		<b>TOTAL</b>	<b>11 HOURS PER WEEK</b>

Position 2 52 weeks contract

Week 1			
Day	Role	Pattern	Hours
Wednesday	Duty Supervisor	4.30pm-10.30pm	6 hours
Thursday	Sports Attendant	5.30pm-10.30pm	5 hours
		<b>TOTAL</b>	<b>11 HOURS PER WEEK</b>
Week 2			
Saturday	Duty Supervisor	1.30pm-6.30pm	5 hours
Sunday	Duty Supervisor	9.30am-4.30pm	6.5 hours (30 minutes break)
		<b>TOTAL</b>	<b>11.5 HOURS PER WEEK</b>

Remuneration will be on the ESMS Support Staff Salary Scale C for shifts as a Sports Attendant (£11.22 - £11.51 per hour) and E for shifts as a Duty Supervisor (£12.95 per hour) and is depending upon experience and qualifications.

Whilst not essential, our ideal candidate will possess a First Aid Qualification. Additionally, it would be advantageous for the applicants to have one of the following leisure qualifications:

- Gym Instructors Award
- Coaching Certificates

The successful candidate will be given the opportunity to gain the following qualifications and certificates:

- 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](mailto: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](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

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