

ERSKINE STEWART'S MELVILLE SCHOOLS



SPORTS ATTENDANT (STEWART'S MELVILLE COLLEGE)

We are recruiting for Casual Sports Attendants at Stewart's Melville College. 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. A lifeguarding qualification (minimum NPLQ) and coaching or fitness qualifications are desirable.

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.

The starting salary for this role will be on the ESMS B6 Salary Scale point for Support Staff (£8.98 per hour), with a range of additional benefits. The position is available immediately and the postholder will work on a casual basis in agreement with the Sports Centre Manager.

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

Lifeguard Duties 30%

- Lifeguarding the pool, ensuring that all pool safety rules are adhered to.

General Duties 65%

- 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 5%

- 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 • National Pool Lifeguard qualification (NPLQ) • 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 hours of work offered by the Sports Centres will vary from week to week at the sole discretion of the Sports Centre Manager. You should keep the Sports Centre Manager informed of your ongoing availability.
Location	The postholder will be based at Stewart's Melville College on Queensferry Road.
Holidays	Annual leave will be a paid allowance in the salary payment.
Salary	The successful candidate will be appointed on the ESMS Support Staff Salary Scale point B6 (£8.98 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 5870.

Staff Hours

You will be expected to arrive promptly in order to set up all the equipment and activity areas in time to open the Sports Centre. Exact shift times will vary, but a shift will normally be between 3 and 8 hours long including breaks. A timesheet must be completed every shift. Pay-day is on the 25th of each month. A staff rota showing shift times is available at MES and SMC Sports Centre receptions and this must be checked regularly. Opening times are as follows:

MES Sports Centre Opening Hours

Weekdays during school term	5pm – 10pm
Saturday during school term	9am - 6pm
Sunday during school term	9am – 9pm

SMC Sports Centre Opening Hours

Weekdays during school term	5pm – 10pm
Saturday during school term	9am – 8pm
Sunday during school term	9am – 8pm

During the school holidays both sports centres also open on weekdays from 9am.

Dress Code

You are expected to present yourself for work in a professional manner and maintain the highest standards at all times. Sportswear must be worn, ie. Clean trainers and navy tracksuit bottoms. You will be provided with a uniform and name badge, which must be worn when you are on duty. On poolside or in hot weather it is acceptable to wear navy shorts, however these must be sportswear. On poolside you are expected to wear flip-flops or similar poolside footwear, shoe covers are also available. For hygiene reasons, your flip-flops may not be worn outdoors or in any other part of the building, except poolside.

Induction / Training

You are required to complete an induction at each Sports Centre prior to the first shift. Thereafter, you must attend our regular training sessions on various work-related topics. Attendance is compulsory and you will be paid at the normal hourly rate. As part of your induction you will be required to read the Staff Handbook. You are required to be fully conversant with the Handbook, the Normal Operating Procedures and the Emergency Action Plan for both MES & SMC Sports Centre. You are expected to maintain a comprehensive knowledge of the sports facilities provided, including details of operation and policies. You are expected to read all promotional literature and keep abreast of any new developments, rules, regulations, procedures and systems, which may be implemented from time to time.