

1 Advertisement

Post Title: Sports Assistants (x3)

School/department: Estates and Facilities / Sussexsport

Hours: Part time. Hours ranging from 5 -12.5 hours a week. Total of 27.5 hours split between 3 or 4 posts.

Requests for flexible working options will be considered (subject to business need).

Location: Brighton, United Kingdom

Contract: Fixed term / September to March

Reference: 20894/20906/20907

Salary: starting at 21,761 to 22,197 per annum, pro rata if part time

Placed on: 13 June 2023

Closing date: 27 June 2023. Applications must be received by midnight of the closing date.

Expected interview date: To be confirmed

Expected start date: September 2023

Sports Assistant are required to work at Sussexsport, University Of Sussex. Hours are term time only, additional ad-hoc hours may become available to cover staff holidays/sickness and help assist events that use the facilities, for the academic year.

Must be an enthusiastic, outgoing individual, with an aptitude for hard work, experience not essential. Successful applicants will be expected to help with children's parties/activities.

The hours for this position are (not flexible)

Sports Centre - 4.30-9.30pm (Monday-Friday) and 11.30-5.30 Saturdays

Falmer Sports Complex – 5.30-10.30pm (Monday-Friday), 12.30-6.30 Saturdays and 12.30-8.30 Sundays

Duties whilst on shift will include setting up and taking down equipment, keeping the gym clean and tidy, helping cover reception, stock takes and cleaning.

Please contact Neil Linstrem n.j.linstrem@sussex.ac.uk for informal enquiries.

For full details and how to apply see our [vacancies page](#)

The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.

Please note: The University requires that work undertaken for the University is performed from the UK.

2. The School / Division

For further information visit our web pages: <http://www.sussex.ac.uk/sport/index.php>

3. Job Description

Job Description for the post of: Sports Assistant

Department:	RSTS
Section/Unit/School:	Sussexsport
Location:	Sport Carol or Falmer Sports Complex
Grade:	2
Responsible to:	Senior Duty Manager
Responsible for:	N/A

Specific Responsibilities

1. General reception duties as required.
2. Money handling and cashing up a computerised till where applicable
3. Opening and Closing of buildings as required
4. First Aid cover
5. Changing over and setting up of equipment as per timetable requirements.
6. Any additional cleaning as required.
7. Regular checks of building
8. Regular safety and maintenance checks on all facilities and equipment and report repairs as required.
9. Keep records of all lost/found property.
10. Help with special events, and functions
11. Lead children's parties and holiday courses as required.
12. To be able to work unsocial hours as and when required.
13. To provide, if qualified, introduction sessions and fitness programmes in the fitness room and assist with classes where applicable.
14. To undertake any further duties within the overall purpose and scope of the job as and when required by your line manager.

4. Person Specification

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I SKILLS / ABILITIES

	Essential	Desirable
Clear communication - written and oral,	Yes	
Ability to work under pressure	Yes	
Good organisational and motivational skills	Yes	
Ability to use own initiative and problem solve	Yes	
Good time management skills	Yes	
Ability to work as part of a team	Yes	
Ability to learn new skills and knowledge through experience and training	Yes	

KNOWLEDGE

	Essential	Desirable
Competency in the use of IT (including Word, Excel, PowerPoint and Booking systems).	Yes	
Evidence of cash handling	Yes	

EXPERIENCE

	Essential	Desirable
Successful experience in the leisure industry		Yes
Prior knowledge of computerised till systems and membership databases		Yes
Experience of working in a busy customer environment		Yes
Experience of being a key holder		Yes
Experience of working with children		Yes
Basic knowledge of health and safety procedures		Yes

QUALIFICATIONS

	Essential	Desirable
Fitness Instructor Level 2 Qualification		Yes
First aid qualification		Yes
Relevant sports or Leisure qualification e.g. NVQ		Yes
National Governing Body Qualifications		Yes

PERSONAL ATTRIBUTES AND CIRCUMSTANCES

	Essential	Desirable
Interest in Sport, health and fitness	Yes	
Willingness to wear appropriate uniform	Yes	
Attention to Detail/accuracy	Yes	

Ability to work unsocial hours	Yes	
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OTHER REQUIREMENTS

Enhanced DBS Check	Yes	
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- If a DBS is required, please ensure this is included in the essential criteria.