



JOB DESCRIPTION

JOB TITLE:	Sports Warden
RESPONSIBLE TO:	Facilities Manager
GRADE:	Hay 13
HOURS OF OPENING	*17.30 to 22.30 (Monday to Friday) *8.30 to 20.00 (Saturday and Sunday)

*Hours to be agreed but flexibility will be required in order to cover shifts during opening times

JOB PURPOSE

- To take responsibility for the Grange School and its facilities to include the school, sports facilities, all weather area, and playing fields as well as other facilities booked for community and school use.
- To be a key holder and secure the school and its sports facilities, ensuring all areas of the whole school site are locked during shift.
- To ensure good customer relations with all users and promote a positive standard of customer care.

MAIN DUTIES & RESPONSIBILITIES

- Open and prepare facilities for use, reinstate where necessary, ensuring that school facilities, sports facilities, changing rooms and ancillary areas are clean and fully functioning, replenishing stocks in cloakrooms and toilet facilities as required for users.
- As key holder during a shift, ensure the security of the whole school site, including locking up classrooms, offices and buildings as well as the sports centre facilities and the all weather pitch.
- To ensure all the school and its facilities are presented in excellent condition, clearing litter around designated areas of the school site, including the sports facilities, ensuring the all areas are presentable for users.
- Provide excellent customer service ensuring that all users' needs are met, ensuring that any difficulties are reported to the Facilities Manager.
- To liaise with the Facilities Manger to make informed decisions regarding the safe and effective use of the facilities in accordance with agreed protocol.

- Maintain a presence around the site during lettings ensuring that all users are happy with the facility and offer any assistance that they may require, whilst also ensuring that users are using the facility correctly and report any misuse.
- Assist with whole school activities by liaising with Grange School staff and setting up facilities for key events such as Parents Evenings, Celebration Evenings and examinations.
- Record any communication with users in the diary and inform the Facilities Manager.
- Manage and keep clear accurate records of cash transactions of pay-as-you-go customers ensuring receipts are issued and a record of their use is recorded.

(This list is intended as a guide and is not exhaustive).

DIMENSIONS

The role involves a considerable amount of personal interaction with staff and customers. Daily interaction with the Facilities Manager and occasional contact with emergency services.

JOB CONTEXT

The key aim of this role is to ensure The Grange School & Sports College maximises the potential of its facilities for the community and school use. When on shift you will be responsible for the security of the whole site and the safety of the public hiring the facilities.

The post holder will be expected to work in a flexible way to meet the needs of the School, combining planned and regular tasks as well as emergency responses.

The public nature of the role demands a professional and smart manner at all times.

SUPERVISION RECEIVED

The post holder will, for the majority of the time be required to work on their own, general supervision will be provided by the Facilities Manager. There may also be supervision by the Business Manager or Assistant Headteacher: Sports College & Community in the absence of the Facilities Manager.

PROBLEMS & DECISIONS

The post holder will need to adopt a common sense approach to problem solving within the School's guiding principles, policies and plans.

- Determining any action to be taken from breakdowns, vandalism or other incidents on the school site, occurring out of school hours or during school holidays, consult as appropriate with the Facilities Manager.
- Identification of health and safety hazards and other deficiencies throughout the school premises and reporting them to the Facilities Manager, taking the required action where necessary.

CONTACTS

- Contact with the Facilities Manager both on shift and by telephone
- Other school wardens and cleaning contractors.
- Grange School staff, contractors and suppliers.
- Contact with hirers and other users of the school site.
- Emergency Services if necessary

The above contacts require extremely good interpersonal and communication skills with the ability to use tact and diplomacy.

KNOWLEDGE, EXPERIENCE & TRAINING

No formal qualification requirements but some previous knowledge and experience of school and sports facilities would be desirable.

A sound standard of education is required, to include literacy and numeracy skills.

A valid first aid certificate or be prepared to train for a First Aid at Work qualification and be in possession within one month of starting employment.

Proven interpersonal skills in dealing with both adults and students, to establish good relationships with Grange staff and customers are essential, as well as a flexible approach to team working.

PHYSICAL EFFORT

The post may involve lifting and moving of furniture and equipment in and around the school site.

WORKING ENVIRONMENT

- The environment will involve a mixture of working indoors and outdoors, dealing with the needs of the customers and the facility they are using. A uniform and outdoor wear will be provided.
- Emergency cleaning may involve dealing with blocked drains and toilets, including clearance of vomit.

EQUIPMENT

- Setting up of different equipment for users will be required at various times of the week/weekend.
- Some cleaning equipment and chemicals will be used on a regular basis.
- Basic understanding of the operation of the Sports Centre cash register, alarm, floodlights and heating systems will be required - training will be given.

GENERAL

The job description sets out the main duties of the post and does not describe in detail all tasks required to carry them out.

You may be required to carry out further duties under the direction of the Head Teacher of The Grange School & Sports College in special circumstances.

SPECIAL NOTES & CONDITIONS

The post holder will be subject to a full police and suitability check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.

JULY 2010

Post Holder:

Headteacher:

Signature:

Signature:

Date:

Date: