



JOB DESCRIPTION

SPORTS COACH (CASUAL)

SPORTS COMPLEX

MAIN PURPOSE OF JOB:

To assist BSS Leisure with the delivery and promotion of high-quality holiday provision, including sports and outdoor adventure camps.

MAIN DUTIES:

- To deliver high quality, safe and well-structured activities to a variety of different ability/age groups in accordance with activity and facility specific risk assessments.
- To ensure activities are inclusive to achieve active participation from all camp attendees.
- To encourage all camp attendees to behave in accordance with BSS Leisure's codes of conduct for camp attendees.
- To adhere to BSS Leisure's codes of conduct for coaches.
- To establish and maintain excellent relationships with camp attendees and their parents / guardians.
- To effectively communicate with colleagues across the foundation to ensure the smooth delivery of planned camp activities.
- To be aware of reported medical conditions camp attendees may have, ensuring that medication is stored appropriately, administered in accordance with parental instructions and recorded on the appropriate document.
- To be aware of any dietary requirements camp attendees may have, ensuring that any food items offered at lunch or purchased from the café, are appropriate for their needs.
- To ensure safe collection practices are followed daily with children only being handed over to an adult named as responsible for collecting them or an adult providing the correct password for collection and whom the child recognises.
- To respect the photography permissions given by parents / guardians when taking photographs or filming content for marketing purposes.
- To effectively administer first aid if qualified, accurately complete a Bolton School incident form and inform parents if necessary.
- To safeguard the welfare of camp attendees and coaches ensuring any disclosures and/or concerns are promptly reported to the Designated Safeguarding Lead.
- To attend team meetings or training identified to ensure the continued delivery of high standards.
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for all ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons
- Carry out any other reasonable duties as may be required from time to time within the context of the post

The post holder will have extensive contact with the general public and will be expected to portray a professional image of themselves and the organisation at all times.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
Level 2 Sports Coaching Related Qualification	E	Application Form, Interview
Level 1 Child Protection Training (mandatory completion as part of pre-appointment checks)	E	Application Form, Interview
A Level in Sports Related Studies	D	Application Form, Interview
Degree in Sports Related Studies	D	Application Form, Interview
First Aid at Work Qualification	D	Application Form, Interview
Paediatric First Aid Certificate	D	Application Form, Interview
National Pool Lifeguard Qualification	D	Application Form, Interview
Manual handling training	D	Application Form, Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven sports / coaching experience	E	Application Form, Interview
Understanding of relevant Health and Safety awareness and risks	E	Application Form, Interview
Experience playing sport at National level	D	Application Form, Interview, Reference

Experience working within a Sports & Leisure complex	D	Application Form, Interview, Reference
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Reasonable level of fitness	E	Application Form, Interview
Customer focused	E	Application Form, Interview
Excellent communication skills and adaptable delivery styles	E	Interview, Reference
Enthusiastic, conscientious and hardworking	E	Interview, Reference
Resourceful and able to work on own initiative	E	Interview, Reference
Able to remain calm under pressure	E	Interview, Reference
Willingness to work flexibly	E	Interview, Reference
Caring and kind especially in relation to children and vulnerable adults	E	Interview, Reference
Ability to adapt to change	E	Interview, Reference
Excellent time management and ability to meet deadlines	E	Interview, Reference
ICT Literate	E	Application Form, Interview, Reference



TERMS AND CONDITIONS
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SALARY
The rate of pay for this position is £12.84 per hour (plus £1.55 per hour holiday pay), based on Point 03 of the Bolton School Support Staff Salary Scale.
HOURS OF WORK
To be worked on a casual basis as and when work is available.
HOLIDAY
You will be entitled to receive pro-rata holiday pay of 5.6 weeks per annum. At the end of each month the School will pay you in lieu of any accrued but untaken holiday for the month. Holiday pay will be subject to the normal deductions.
LINE MANAGEMENT
Lead Coach / Assistant Leisure Services Manager / Leisure Services Manager

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children will be required.