



# OAK LEAF SPORTS COMPLEX SPORTS ATTENDANT



## **Candidate Information Pack**

**MAKE A DIFFERENCE – WORK FOR YOUR LOCAL COUNCIL**



## Great Aycliffe Town Council

The Town Council have over 70 employees and 30 Councillors, all working to support a variety of services across the Parish of Great Aycliffe, including:

- The OakLeaf Sports & Golf Complex
- 13 parks and play areas
- Free annual events including a firework display, Christmas Eve Santa Tours, summer 'Fun in the Parks' and Pensioners Excursions
- Green open spaces and nature reserves
- St Oswald's Pre-School
- 5 allotment sites and poultry, pigeon and bee-keeping plots
- 2 cemeteries
- 6 sports pitches

We take pride in providing these valuable services within the local community.



## The Vacancy

**Part-time Sports Attendant (18 hours per week)**

**Spinal Scale – 1 (ii) Point 3**

**£12.85 per hour (£24,796 per annum pro rata for 18hpw)**

Do you want to work in a small friendly environment with the opportunity to expand your skills and knowledge in the leisure industry? We have a vacancy for a part-time Sports Attendant at the Oak Leaf Sports Complex.

The ideal candidate will be someone who has, or is working towards, a sports coaching qualification/award to supervise sports activities, run junior sports sessions and parties.

The postholder will be required to work on a rota basis which includes evenings and weekends. Bank holiday working will also be required.

A Disclosure and Barring Service check will be required for this post.

For further details, a job description and person specification, or an informal discussion about the post, please contact the Sports Complex Manager, Andrew Clark on 01325 300600 or by email at [andrew.clark@great-aycliffe.gov.uk](mailto:andrew.clark@great-aycliffe.gov.uk). The Recruitment Pack can also be found with the application form on our website [www.great-aycliffe.gov.uk/jobs](http://www.great-aycliffe.gov.uk/jobs)

Please forward your CV or application form by email to: [info@great-aycliffe.gov.uk](mailto:info@great-aycliffe.gov.uk) or by post to Great Aycliffe Town Council Offices, School Aycliffe Lane, Newton Aycliffe, Co Durham, DL5 6QF (please note the post will be offered subject to the successful candidate completing an application form).

**Closing Date: Tuesday 9<sup>th</sup> June 2026 12noon.**

**Interviews are planned to be held Tuesday 16<sup>th</sup> June 2026.**



## Job Description

<b>Job Title:</b>	<b>Sports Attendant</b>
<b>Responsible to:</b>	<b>Manager/Duty Manager</b>
<b>Salary:</b>	<b>Salary Scale 1 (ii) Point 3</b>

All posts are responsible to the Sports Complex Manager / Duty Manager.

### ***Purpose of the Job***

To assist in the provision of an effective and high quality leisure service at the Council's Oak Leaf Sports Complex or at such other premises owned by the Council at which such services are provided in line with the relevant Council policies and procedures.

### ***Main Duties and Responsibilities***

- 1 To prepare public and sports area for public use, including setting up and de-rigging of equipment and correct storage of equipment.
- 2 To assist in supervising, controlling and ensuring the safety of the public whilst they attend the sports complex and use its facilities.
- 3 To assist in the cleaning of the Complex as instructed by the Manager/Duty Manager.
- 4 Ensure that appropriate chemicals are used in the correct manner to clean designated areas in accordance with training and COSHH regulations.
- 5 To patrol the Sports Complex to prevent vandalism / theft.
- 6 To inform the Manager/Duty Manager of all incidents requiring specialist handling, e.g. theft, accidents, customer complaints, indecent assault, physical assault, etc.
- 7 Provide a friendly and helpful customer service. Dealing effectively with customers and staff by being flexible in accommodating their needs and prioritise tasks effectively without the need for supervision.
- 8 To be conversant with all other departmental duties including reception, bar/catering and cleaning and able to cover as directed by Duty Managers as and when required. Ensuring that the correct procedures are followed at all times.
- 9 To supervise sports activities, run junior sports sessions, and assist in the running of school holiday programmes.



### **Equipment / Stock**

- 10 Maintain stock control and rotated, record movement and wastage of stock as per policies and procedures.

### **Health & Safety**

- 11 To fulfil the post holder's duties as set out in the Council's Health and Safety Policies.
- 12 Ensure a safe working environment for yourself, members of your team, members of the public and others who may be affected by your team's activities.
- 13 Take care of your own health and safety.
- 14 To co-operate with the Town Clerk and other managers, so far as is necessary, to enable compliance with and fulfil the requirements of the Council's health and safety rules and legislative requirements.

### **General**

- 15 To undertake such personal training as may be deemed necessary to meet the duties and responsibilities of the post thereby ensuring an effective service is maintained.
- 16 To provide mentoring and training to new and current staff.
- 17 Adhere to the staff rota and cover vacant shifts as requested.
- 18 To adhere to all Council policies and procedures.
- 19 To undertake an annual appraisal.
- 20 To undertake such other duties, commensurate with the grade and responsibilities, as may be required from time to time by the Manager.
- 21 Participate in team meetings and contribute ideas, etc where possible.
- 22 Report any damage or maintenance problems discovered as a result of carrying out designated duties.
- 23 To maintain confidentiality at all times.

The responsibilities outlined above cannot totally encompass or define all tasks which may be required of the post holder. The outline of responsibilities given above may, therefore, vary from time to time without materially changing either the character or the level of responsibility or grade.

## Person Specification

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Literate and Numerate.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 GCSE or equivalent.</li> <li>• First Aid certificate.</li> <li>• Coaching awards.</li> </ul>	<p>Application form</p> <p>Original certificates</p>
<b>EXPERIENCE/ KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Experience of dealing with the public.</li> <li>• Understanding of Health and Safety at work.</li> <li>• Previous experience in a sports environment.</li> <li>• Previous experience of working with young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Health and Safety Training.</li> <li>• Knowledge of C.O.S.S.H regulations.</li> <li>• Awareness of the importance of stock control.</li> <li>• Previous bar experience.</li> <li>• An understanding of Risk Assessments</li> </ul>	<p>Application Form</p> <p>Interview</p>
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>• Effective people skills.</li> <li>• Able to work with minimum supervision.</li> <li>• Able to work well under pressure.</li> </ul>	<ul style="list-style-type: none"> <li>• Innovative assessment of work situations and reacting accordingly.</li> </ul>	<p>Application Form</p> <p>Interview</p>
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>➢ Adaptable, flexible and efficient.</li> <li>➢ Able to work weekends, evenings and bank holidays, as required.</li> <li>➢ Must be willing to undertake training.</li> <li>➢ Able to take responsibility and show initiative.</li> <li>➢ Must be able to work as part of a team.</li> <li>➢ Good communicator.</li> <li>➢ Is prepared to wear a uniform</li> <li>➢ Presents a professional and friendly disposition.</li> </ul>		<p>Application Form</p> <p>Interview</p>