



## THE BILLERICAY SCHOOL

<b>Job Title</b>	3G Pitch and Lettings Supervisor
<b>Grade/Salary</b>	Hourly rate £10.61
<b>Hours</b>	Sunday - 5.15 pm to 8.15 pm Monday - 6.15 pm - 9.45 pm Tuesday – 5.15 pm to 9.45 pm  The facility is open from 4.45 pm to 9.45 pm each evening. The ideal candidate will be available to work for those hours when required.
<b>Date Required</b>	As soon as reasonably possible
<b>Interview Date</b>	Interviews will be arranged upon receipt of suitable applications
<b>Reporting To</b>	Assistant Facilities Manager and Sports Centre Manager

### Details

We are seeking to employ a mature, self-motivated, competent and reliable person to supervise the use of our all-weather pitch and manage external lettings. The 3G Pitch and Letting Supervisor will be responsible for the locking and unlocking of the school and Sport Centre, Sports Centre alarm, locking and unlocking of the back gate, monitoring the weekend lettings where required, sports centre and pitch supervision. The candidate will require a first aid qualification which will be arranged by the school.

### Principal Responsibilities

#### Pitch Co-ordinator

- Open toilets, changing rooms, pitch supervisor hut.
- Open single gate to the viewing area for the pitch.
- Check the pitch for litter and ensure area is safe.
- Check pitch equipment and set up as necessary.
- Switch on lights at the Sports Centre as required.
- Supervise pitch whilst in use.
- Ensure spectators are standing in the viewing area, or in the concrete recesses only.
- Supervise all spectators.
- Enforce no smoking/vaping anywhere on the school site.
- Enforce no dogs on the school site.
- Provide first aid cover and support for any hiring clubs.
- Closing procedures include clearing the 3G pitch of any lost property and litter.
- Ensure all pitch equipment is left tidy.
- Check changing rooms and toilet for lost property and litter.
- Sweep changing rooms and toilet area.
- Lock supervisor hut, changing room and toilet.
- Switch off pitch lights at Sports Centre.
- Lock main Sports Centre gate if required at the end of the shift.



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### Lettings & Sports Centre

- To supervise lettings within regular shifts, responding to user needs as necessary. Supervision of lettings outside of regular shifts may be required at certain times.
- The supervision of lettings will include setting up and clearing down, before and after lettings, ensuring the school is left clean, safe and secure.
- To prepare the school premises and site for extra-curricular school activities and lettings.
- To clean and restore areas used by hirers, upon completion of activities, to ensure the areas are ready to school use the following day.
- To lock up area and ensure windows closed after the letting.
- Key holder responsibility for the school.
- Administration related to hire activities, as and when required.

The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

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### **About the School**

The Billericay School is a heavily oversubscribed comprehensive in Essex with a specialism in Mathematics and Computing. The school has polite and engaged students who want to learn and benefits from good parental support.

With direct links to the 'Outstanding' Billericay Educational Consortium, The Billericay School is renowned for the high standards of CPD it delivers as well as the collaborative and supportive ethos it promotes amongst staff.

Our Governing body is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share in this commitment. The post is subject to satisfactory medical checks, enhanced DBS clearance and references.

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### **Additional Benefits**

As a valued member of our team, you will be entitled to the following benefits:

- Free access to our fully equipped Gym (and induction program).
- Free access to our swimming pool
- Employer Pension Contribution
- Access to the "Cycle to Work" scheme
- Eye test vouchers
- Access to our Wellbeing programme (includes counselling sessions and online discounts)



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### How to apply

When applying for this position, please use The Billericay School application form, which can be found on our school website under Vacancies: <https://www.billericayschool.com/vacancies/>

Please do not hesitate to contact us if you have any questions by emailing: [info@billericayschool.com](mailto:info@billericayschool.com).

We look forward to hearing from you.