



KING'S SPACE

Your venue. Your event. Your way.

Job Description

Job title: Facilities, Sports & Venue Coordinator

Reports to: Venue Manager

This is an outstanding opportunity for a Facilities, Sports & Venue Coordinator to join the team within The King's School, Chester. We are looking to recruit an enthusiastic and proactive individual, who is organised, hardworking and has an interest in events and sports. The role will include working independently and/or from instruction and will provide essential support to the venue hire system of work and seamlessly co-exist with The Kings School, Chester. This person will ensure the effective day to day running of the facilities that will include setting up and clearing away of equipment and providing external assistance to external teams and organisation.

This will be a full-time role (although consideration will be given to a job-share) - Hours - 37 hours, 5 in 7 shift pattern - Monday – Sunday (actual pattern as by arrangement with the Venue Manager). Please note that this is not a term time only position though there is some flexibility in actual hours of work during the holidays.

Frequent flexibility will be required in these hours in the event of time required to do / complete the job, bookings, at those times, a later or earlier start and finish time will be agreed up front with the Venue Manager or Head of Estates.

The King's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Main responsibilities:

Sports & Venue Hire

- Provide flexible operational and logistical support for sport activities, lettings and events (such as setting up and clearing events, car park marshalling, pitch security etc.)
- Being the "face" of external sport and Lettings to enhance the experience and dealing with questions/problems from hirers / visiting teams / referees / spectators /parents etc.
- Ensure goods, equipment and are safely stored and are available for use
- Support event hosts sports and clients to set up rooms/events/activities and be on-hand to assist with the general operation and running of lettings booked through King's Space Ltd, ensuring compliance with hire etiquette
- Admin duties include booking events, issuing contracts, and some social media advertising availability of the facilities

Sport Facilities

- Routine opening and/or closing of Sport premises and grounds
- Take care of the Pavilion building to ensure facilities and changing rooms are clean and organised
- Work with the Groundsman on the usage of the Astro pitch, including removing any litter, leaves and other debris in readiness for the hirer and report any maintenance or damage



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- Support the facilities team to ensure that the Swimming Pool is maintained
- Support the housekeeping team to ensure that cleaning of the facilities and general maintenance of the Gym is reported and carried out
- The facilities, sports & Venue Coordinator will be expected to complete first aid training and pool management training including any other associated training used to support the Venue hire provided by the school to support the position.

General support & security

- Aid the out-of-hours Fire Evacuation Procedures by marshalling people to safety and taking roll-calls
- To be responsible for and or assist the facilities team to secure the school site as required.
- Where required, provide safe access to the sport facilities in the event of snow or similar unplanned events

This is not an exhaustive list, and will vary as the School's requirements change. Flexibility regarding hours worked and willingness to be adaptable will be expected.

Essential

- Plan, organise and prioritise work effectively
- Cope under pressure and react calmly
- Set high standards and be consistent
- Have a flexible approach to working hours and allocated tasks

Desirable

- An interest of sport, a willingness to undertake a variety of tasks
- Strong interpersonal skills and a friendly disposition to be the "face of external sport and lettings" and to enhance the experience of hires at King's School
- A thorough approach to work, commitment and reliability
- Tenacity
- Resilience

Benefits

- Competitive salary
- Technology appropriate to your job
- Health and wellbeing and employee assistance programmes
- Teachers' Pension Scheme or Scottish Widows Group Personal Pension Plan
- The support of skilled and enthusiastic management and colleagues
- Cycle to work scheme
- Free gym & swimming pool access
- Uniform
- Free annual Flu Jab
- Onsite free parking

Salary Dependant on experience (£17,000 to £22,000)