

Job Description & Person Specification

Role:	Football & Sports Pitch Attendant
Reports to:	Grounds Manager
Salary:	£14.36 – £14.84 per hour Grade 4 SCP 12-14 £27,711 - £28,624 (Pay Award Pending) pro rata according to hours worked.
Contract:	Permanent contract, variable hours to facilitate seasonal sports fixtures

Purpose of the role

The role holder will manage the bookings, preparation and maintenance of our sports pitches at the Dracaena Sports & Recreation area and changing rooms in the Dracaena Centre, a community hub in Falmouth.

Duties will include preparing sports/football pitches for use by community groups on a seasonal basis, mainly at weekends from August to May, with occasional evenings.

Duties and responsibilities

1. Coordinating the bookings of fixtures for our two sports pitches at the Dracaena Spots & Recreation area.
2. Being the main point of contact for football and other sports club representatives.
3. Being flexible in your approach to your duties, which will be seasonal and mainly weekends, with some occasional evening fixtures.
4. Preparing the football/sports pitches and changing rooms on match days.
5. Attending immediately after fixtures to put away nets and equipment and cleaning the changing rooms when the teams have left.
6. Being able to assess ground/weather conditions and liaise with clubs to cancel fixtures which would otherwise cause unwanted damage to pitch surfaces.
7. Overseeing general upkeep of the pitches and recreational areas, including litter picking and waste disposal during sports fixtures.
8. Ensuring tools, materials and equipment are kept clean, sharp and stored safely and securely.
9. Adopting necessary measures to enable you to work outdoors in a variety of weather conditions to ensure continuity and service targets are met.
10. Completing admin for the Council's Finance Team so that sports clubs are billed correctly for pitch usage
11. Liaising with colleagues, partners and the Police when required
12. Driving Council vehicles (if able to drive) in a courteous and safe manner, ensuring all are kept clean and tidy

General

1. Undertaking all duties in accordance with Council Policies, in particular those relating to Data Protection, Information Security, Financial regulations, Customer Care and Equal Opportunities.

Job Description & Person Specification

2. Undertaking any duties regarding health, safety and wellbeing at work.
3. Undertaking any relevant training.
4. Being aware of your responsibility under Health & Safety law, taking reasonable care of yourself, your colleagues, other contractors and members of the public at all times whilst at work.
5. Undertaking risk assessments, complying with safe systems of work and actively promote a safety culture within the workplace.
6. Always represent and promote the service and the Council positively.
7. Carry out any other such duties as may be required by the Council from time to time, commensurate with the grade of the post.

Person specification

Criteria	Essential	Desirable	Method of assessment
Experience and knowledge	<p>Interest in pitch sports, including football</p> <p>Some knowledge and experience of grass/pitch maintenance</p> <p>Experience of dealing directly with the general public and able to be assertive if required.</p>	<p>Knowledge or experience of local government and its place supporting the local community.</p> <p>Knowledge of ecological best practice.</p>	<p>Application form</p> <p>Interview</p>

Criteria	Essential	Desirable	Method of assessment
Personal attributes	<p>Risk averse, thinks Safety first.</p> <p>High level of self-motivation.</p> <p>Ability to organise and prioritise own workloads to meet deadlines.</p> <p>Good timekeeping.</p> <p>Can work on own initiative.</p>	<p>Innovative in dealing with problems to find solutions.</p> <p>Comes forward with suggestions for improvement.</p> <p>Passionate about promoting Falmouth.</p>	<p>Application form</p> <p>Interview</p>

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Criteria	Essential	Desirable	Method of assessment
Skills and abilities	<p>Excellent interpersonal skills.</p> <p>Excellent communication and customer care skills.</p> <p>Ability to work effectively alone or as part of a team.</p>		

Criteria	Essential	Desirable	Method of assessment
Education and training	English and Mathematics GCSE or equivalent	<p>Manual handling (recognised provider).</p> <p>Pedestrian line marker</p> <p>Risk assessments</p>	Application form

Criteria	Essential	Desirable	Method of assessment
Special circumstances	<p>Willing to work variable seasonal hours, mainly August to May, to support pitch sports fixtures.</p> <p>Hours of work are mainly weekends, and some occasional weekday evenings.</p> <p>Commitment to continuing professional development</p> <p>This position is subject to a basic criminal records disclosure check</p>		Application form