GWEx tel: 01481 706567





**Employer:** WEX TEMPLATES **Contact:** 

**Supervisor:** 

**Employer Tel:** 

Website:

**Job:** Sports Assistant

Classification: Sport & Fitness Ref: 50,049

**Aims &** To develop key skills through the experience of work.

**Objectives:** To gain an insight into working within a sport environment.

**Key Tasks:** 

NOTE: If a student has a specific sport interest please make this clear on your selection form as it

may be possible to arrange some time with those sports development officers.

Student will do a certain amount of observation then with training and under supervision may do simple administrative tasks relating to promoting and developing sport. Some tasks may include

administration work such as researching and keeping a database of contacts and general

information on sport clubs available; assisting with specific sporting programmes; and preparing

and delivering activity sessions within clubs or schools.

Some evening work may be possible for assisting with street sport sessions and after school clubs

from 6.30pm 9.30pm Monday, Tuesday and Wednesday please discuss at interview.

Requirements:

A genuine interest in and knowledge of sport.

Confidence and good communication skills.

**Clothing:** Sports tracksuit, trainers etc.

**Working Hours:** 9am 5pm most days but some evening work may be possible for assisting with street sport

sessions and after school clubs from 6.30pm 9.30pm Monday, Tuesday and Wednesday (start

later to compensate) please discuss at interview. Max 37 hours per week.

**Meal Breaks:** One hour for lunch. Lunch breaks may be unsupervised.

Interview Y Student to Arrange: Y

Required:

**Notes:** Student should contact employer prior to placement to discuss details.

Employer's Health & Safety Risk Assessment:
LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS: Student must be supervised at all times. SLIPS, TRIPS & FALLS: Student must not work at a heights. LIFTING & MANUAL HANDLING: Student must be taught safe lifting and handling procedures where necessary. EQUIPMENT & MACHINERY: CHEMICALS & FLAMMABLE MATERIALS: Student will not come into contact with hazardous machinery or chemicals. CHILD PROTECTION ISSUES: Student will be working/travelling with staff on a one to one basis. (All staff are police checked)
Special Notes:
Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

**Next Visit Date:** 

Last Visit Date:

Risk Band: L