



OPPORTUNITY

Assistant Pavilion Supervisor

Reference: R210254

Salary: £20,130 to £22,417 per annum (pro-rata) - Grade 5, depending on experience

Contract Type: Permanent

Basis: Part Time – 25 hours per week

Job description

Job Purpose:

To assist the Pavilion Supervisor with the day to day operations of the recreation centre pavilion and grounds including responsibility for maintaining the pavilion in a clean and safe condition in order that first class facilities are provided to centre users.

When on duty to be responsible for the day to day management of health and safety at the Pavilion and for the implementation of Normal Operating Procedures (NOP) and Emergency Action Procedures (EAP) for the centre.

To undertake the role of Duty Supervisor when Events are taking place at the Centre and to meet and greet guests and potential customers in a professional and courteous manner at all times.

Main duties and responsibilities

- ▶ To be responsible for safe receipt and handling of cash or other methods of payment received from customers for hire of facilities and to ensure the correct reconciliation of any monies received.
- ▶ To liaise with prospective hirers of the recreation centre and to take casual bookings for the AstroTurf pitch and grass pitches whilst referring applications for block bookings and special events to the Pavilion Supervisor or in his absence, the Facilities Operations Manager.
- ▶ To be responsible for receipt and safe storage of deliveries including stocks for the licenced bar which is operated via an external contractor.
- ▶ To internally requisition necessary arrangement for consumables/cleaning items and equipment in order to maintain the upkeep of the facilities.
- ▶ To undertake regular building inspections and report any necessary maintenance work that is required to the Estates Maintenance Department and the Facilities Operations Manager.
- ▶ To be responsible for opening and security of the pavilion premises and the exterior boundary gates to the complex and car park as necessary.
- ▶ To maintain a presence and where necessary arrange for additional staffing at all times when the centre is being used by either external customers of the university or the external community.
- ▶ To administer First Aid as required and complete the necessary reports and paperwork.
- ▶ To supervise and be responsible for any casual leisure assistants or cleaning staff who may be employed from time to time to ensure the service continuity at the complex.

- ▶ To ensure that the licenced bar is operated in accordance with the legal requirements and that all the established policies and procedures related to the operation of the bar and catering facilities are strictly adhered to.
- ▶ To liaise with the Grounds Supervisor and to actively contribute to meetings of the Recreation Centre Operations team led by the Facilities Operation Manager.

Any Other Duties

- ▶ To assist the Grounds Supervisor as directed by the Facilities Operations Manager with the upkeep of the external grounds at the centre including operating machinery and equipment for which the post holder has received appropriate training.
- ▶ Any other duties that is commensurate with the grading of this post as directed by the Pavilion Supervisor or Facilities Operations Manager.

Additional responsibilities

- ▶ Engage in continuous personal and professional development in line with the demands of the role, including undertaking relevant training and development activities to develop themselves and support the development of others.
- ▶ Ensure and promote the personal health, safety and wellbeing of staff and students.
- ▶ Carry out duties in a way which promotes fairness in all matters and which engenders trust.
- ▶ Promote equality of opportunity and support diversity and inclusion as well as working to support the University's environmental sustainability agenda and practices.

Person specification

	Essential	Method of assessment
Education and qualifications	A good level of literacy and numeracy.	Application form
Experience	<p>Experience of working in a customer services environment.</p> <p>Experience and knowledge of cash reconciling procedures and stock control.</p> <p>Experience of operating cleaning equipment and carrying out cleaning procedures involving safe use of chemicals.</p>	Application form and interview
Aptitude and skills	<p>Computer literate with the ability to work with excel spreadsheets.</p> <p>Ability to work in a team.</p> <p>Ability to work to set procedures.</p> <p>Good interpersonal and communication skills including appreciation of importance of first point of contact experience on generating income.</p> <p>Understanding of health and safety issues in relation to supervising staff and working in a customer services environment.</p>	Application form and interview
Other	Ability to work unsocial hours including weekends and to be flexible about working hours in relation to demands of the business.	Application Form Interview

	Desirable	Method of assessment
Education and qualifications	<p>Experience of Licensed bar operations or Outdoor Sports Centre working including event management.</p> <p>A recognised qualification at level 3 in Catering and Licensed bar operation.</p> <p>Food Hygiene certificate.</p> <p>A current first aid certificate.</p> <p>Educated to GCSE level or equivalent, including GCSE Maths Grade C or above.</p>	Application form

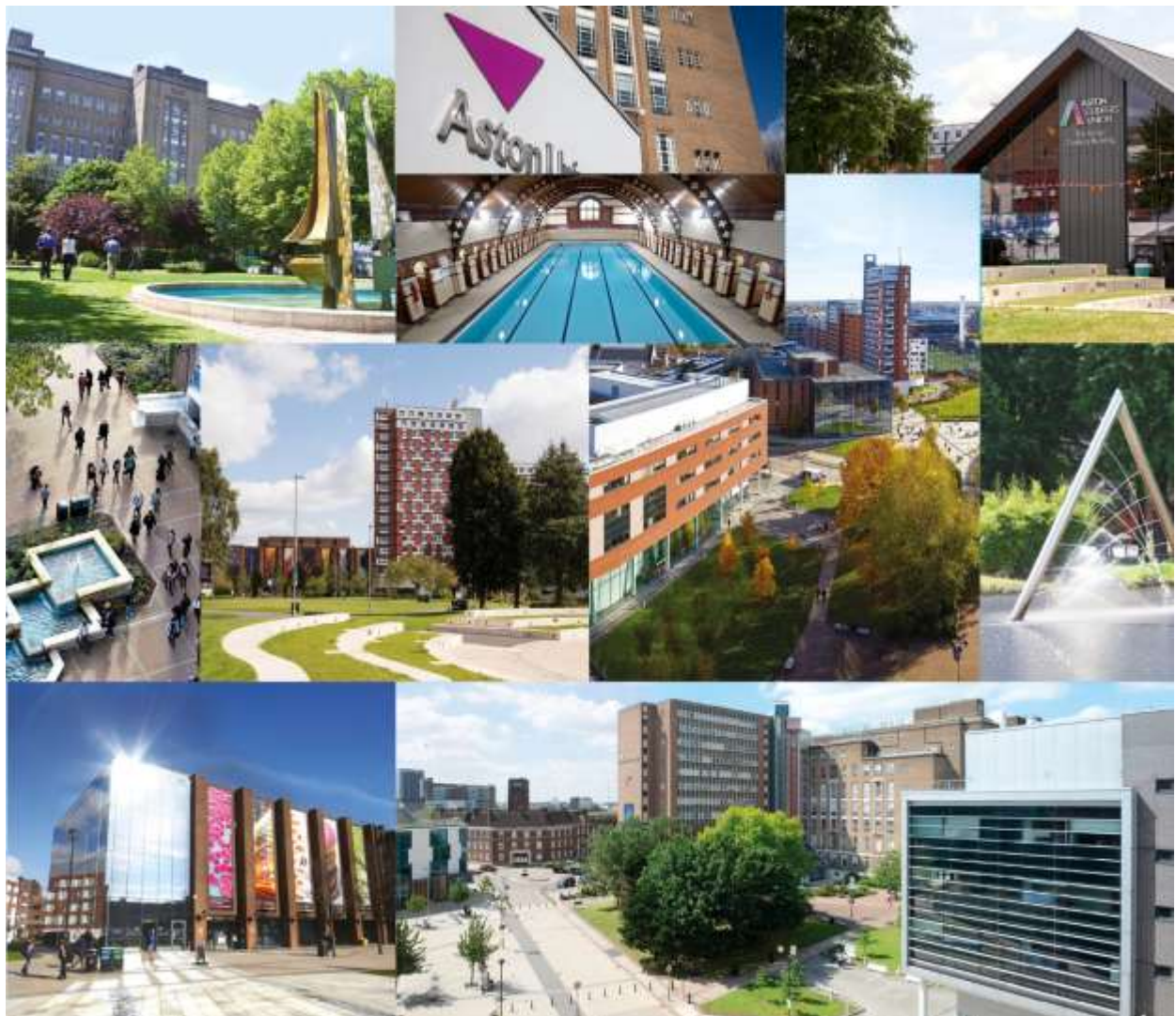
How to apply

You can apply for this role online via our website <https://www2.aston.ac.uk/staff-public/hr/jobs>.

Applications should be submitted by 23:59 on the advertised closing date.
All applicants must complete an application form, along with your CV.

Any CV sent direct to the Recruitment Team and Recruiting Manager will not be accepted.

If you require a manual application form then please contact the Recruitment Team via jobs@aston.ac.uk.



Contact information

Enquiries about the vacancy:

Name: Michele Robins

Job Title: Facilities Operations Manager

Email: m.j.robins@aston.ac.uk

Enquiries about the application process, shortlisting or interviews:

Recruitment Team via jobs@aston.ac.uk or 0121 204 4500.

Additional information

Visit our website <https://www2.aston.ac.uk/staff-public/hr> for full details of our salary scales and benefits Aston University staff enjoy

Salary scales: <https://www2.aston.ac.uk/staff-public/hr/payroll-and-pensions/salary-scales/index>

Benefits: <https://www2.aston.ac.uk/staff-public/hr/Benefits-and-Rewards/index>

Working in Birmingham: <https://www2.aston.ac.uk/birmingham>

Employment of Ex-Offenders: Under the Rehabilitation of Offenders Act 1974, a person with a criminal record is not required to disclose any spent convictions unless the positions they applying for is listed an exception under the act.

Eligibility to work in the UK:

Post-Brexit transition period / EU Settlement Scheme

The post-Brexit transition period ended on 31 December 2020. If you are an EU/EEA citizen and you were a resident in the UK before 31 December 2020, you and your family members (including non-EU citizens need to apply to the EU Settlement Scheme to continue to live, work and study in the UK beyond 30 June 2021. The deadline for applying to the EU settlement scheme is 30 June 2021. You can apply via the Government webpage

<https://www.gov.uk/settled-status-eu-citizens-families>

Irish Nationals do not need to apply for settlement as they retain the right to work in the UK.

New immigration system for EU/EEA and Swiss Nationals who were not resident in the UK before 31 December 2020

A new immigration system has been introduced for people arriving in the UK from EEA countries with effect from 1 January 2021. In addition to those who have always required a visa, EU citizens moving to the UK to work will need to get a visa in advance. You can find more information on the following website. Candidates should check their eligibility to enter or remain in the UK in advance of making any job application via the UKVI website <https://www.gov.uk/browse/visas-immigration/work-visas>. Before applying you should ensure that you meet the requirements. If you do not meet the eligibility criteria, any application for a work visa would be unsuccessful.

If you require a visa to work in the UK the most common types of visa are:

Skilled Worker Visa <https://www.gov.uk/skilled-worker-visa>

Global Talent Visa

If you are a leader or potential leader in one of the following fields you may be eligible to apply for a Global Talent Visa:

- Academia or Research
- Arts and Culture
- Digital Technology

Please click the following link for further information and to check your eligibility for this visa.
<https://www.gov.uk/global-talent>

Equal Opportunities: Aston University promotes equality and diversity in all aspects of its work. We aim to ensure, through our admissions policies for students, and our staff recruitment and selection processes that we encourage applications from all groups represented in the wider community at a local, national and international level.

The University will endeavour not to discriminate unfairly or illegally, directly or indirectly, against student or potential students, staff or potential staff. This commitment applies to all functions of the University and to any stage of an individual's career.

An Equal Opportunities Monitoring Form is included within the application form. Data you provide on the Equal Opportunities Monitoring Form will be included in a general database, for statistical monitoring purposes, enabling the University to monitor the effectiveness of its Policy, Codes of Practice and Guidelines on Equal Opportunities in Employment. Individuals will not be identified by name.

Data Protection: Your personal data will be processed in compliance with the Data Protection Act 2018 and the General Data Protection Regulation ((EU) 2016/679) ("GDPR"). The University's Data Protection Policy and Privacy Notices, including the Job Applicant Privacy Notice can be found at <https://www2.aston.ac.uk/data-protection>. Your application will only be used to inform the selection process, unless you are successful, in which case it will form the basis of your personal record with the University which will be stored in manual and/or electronic files. Information in statistical form on present and former employees is given to appropriate outside bodies.

Full details of our terms and conditions of service and associated policies and procedures are available online at <https://www2.aston.ac.uk/staff-public/hr/policies>

Aston University
Birmingham
B4 7ET, UK.
+44 (0)121 204 3000
aston.ac.uk



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gets real.**