

**MATRIX ACADEMY TRUST**  
**Job Description – Casual Sports Hall Administrator**

Arrangement	Casual Hours – 7 days a week.
Salary	£7.90 Per Hour
Main Purpose:	Provide administrative, premises and technician support to enable and develop community use of the Sports Hall. Hours will be out of normal working times. Evening and weekend work are essential.
Main Activities/ Responsibilities –	<ul style="list-style-type: none"> <li>• Undertake reception duties, receive users and deal with enquiries in person and on the telephone.</li> <li>• Data input and analysis of use and users.</li> <li>• Preparation of Transfer of Control Agreements and monitoring records to ensure necessary paperwork is up to date.</li> <li>• Check and record any defects, misuse or damage of building and contents.</li> <li>• Liaison with school staff where necessary.</li> <li>• Setting up, checking and storing equipment.</li> <li>• Ensuring security of the building during use, de-activating and re-setting alarm system at beginning and end of sessions as necessary.</li> <li>• Prepare and issue invoices to users and maintain a system to ensure regular payments are made.</li> <li>• Maintain financial record system.</li> <li>• Liaise with contractors regarding deliveries and maintenance of equipment.</li> <li>• Monitor lettings clean and liaise with school and Direct Services Department as required.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• Participate in training and performance development as required</li> <li>• To play a full part in the life of the school community, to support its distinctive vision and ethos and to encourage and ensure staff and students to follow this example</li> <li>• To actively support school policies.</li> <li>• Any other duties as directed by the Headteacher</li> </ul>