

Job Title	Sports Facilities Assistant (equivalent to Duty Manager)
Reports to	Sports Facilities Operations Manager

Job Purpose

Sport is central to the Eton community, and the finest facilities are provided to support the sports programme which is designed to encourage a rich and diverse experience for the boys.

As a Sports Facilities Assistant, the postholder will ensure a high-quality service and safe environment for users of all our sports facilities. These include Athens, our Sports Centre containing an 8-lane, 25m pool with movable floor and 4-court multi-purpose sports hall. Other sites comprise of floodlit all-weather pitches, tennis courts and other indoor sports provision as well as a national standard athletics stadium, pavilion at Willowbrook, and a fully equipped gymnasium.

The Sports Facilities Assistant will be the first point of contact for all users, ensuring a high-quality service is provided and correct use of our facilities are adhered to. The postholder will have full ownership of the facility whilst on shift including; responsibility for opening and closing all sites including the gymnasium, swimming pool (lifeguarding included) and all-weather pitches. Setting up and dismantling of equipment, identifying and reporting maintenance issues and overseeing general safety and behaviour to ensure the health and safety of users during activities. The Sports Facilities Assistant will support the implementation of new services and facilities, sharing ideas for improvements.

Key Tasks and Responsibilities

- Ensure that all operational duties are carried out in accordance with NOP/EAP procedures and following procedures in the Staff Information file;
- Be the first point of contact for all users, ensuring a high-quality service is provided;
- Be responsible for opening and closing site facilities;
- Full ownership of facilities whilst on shift; ensuring the user's safety and correct use of our fitness, all weather and swimming pool facilities (lifeguarding is included in this role);
- Overseeing the general safety and behaviour of the public to prevent misuse and damage to facilities;
- Setting up and dismantling of equipment (i.e. lane ropes and diving blocks, trampolines, hockey goals and football goals);
- Responsibility for cleanliness, behaviour, building faults, first aid, supervision of all other facilities; changing rooms, showers and toilets and other communal areas;
- Assist the Sports Facilities Operations Manager with implementing new services and facilities and sharing ideas for improvements;
- Identify and report any maintenance issues promptly to ensure service provision is unaffected or has minimal disruption to users;
- Deliver high quality and approachable services, as well as having the ability to adapt to differing processes and expectations;
- Attend staff training as required;
- Undertake other duties as reasonably requested by the Sports Facilities Operations Manager;
- Primary School Swimming Programme (if qualified – this can be discussed at interview);

Last Updated: January 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

To be involved in the Primary School Swimming Programme you will:

- Teach swimming for 36 hours (or multiples thereof) per year as part of the school's Primary School Swimming Programme;
- Provide cover for absent swimming teachers from time to time;
- Attend necessary INSET as arranged by the Swimming Teaching Co-ordinator.

Safeguarding

All employees of Eton College are also expected to:

- Develop a good understanding of safeguarding procedures, given all positions at Eton are classed as 'regulated activity';
- Demonstrate a commitment to safeguarding and promoting the welfare of children. This includes but is not limited to completing safeguarding training as required, complying with all safeguarding procedures and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality;
- Display a commitment to and promotion of equality, diversity and inclusion.

Skills and Competencies Required

To be successful in this role, you will need to be able to demonstrate the following;

Essential

- Lifeguard experience;
- National Pool Lifeguard Qualification (NPLQ);
- Knowledge of the importance of Health and Safety procedures in relation to leisure/sports facilities;
- Excellent interpersonal skills with the ability to work effectively with a wide range of people, for the purposes of providing advice/guidance, as well as information and assistance on services offered and the operation of equipment;
- Ability to maintain and keep records up to date;
- To be able to demonstrate team player attitude and the desire to help and assist others when needed
- A resourceful and flexible approach to work with a positive 'can do' attitude;
- Ability to work independently, using your own initiative and being proactive.

Desirable

- A First Aid qualification;
- A recognised fitness qualification or sports/recreation or management qualification;
- A Pool Plant qualification;
- Knowledge of the importance of Health and Safety within a school environment;
- Swimming England Qualifications (SEQ) - Level 1 Swimming Assistant (Teaching) or Level 2 Teaching Swimming;
- Experience of working within a leisure environment at duty manager or equivalent level.

Last Updated: January 2026

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

Working Pattern

- 40 hours per week, working on a shift pattern.
- 52 weeks per year.
- At present, the candidate would work Monday, Thursday, Sunday, and one additional day (either Tuesday or Wednesday), depending on their availability and areas of expertise.

Potential Career Progression

Within the team there is scope to move into other positions, providing skills and experience requirements are met. There is also the possibility of moving into other roles within the wider College environment, depending on the particular skills and experience of the incumbent.

Disclosure Checks

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.