



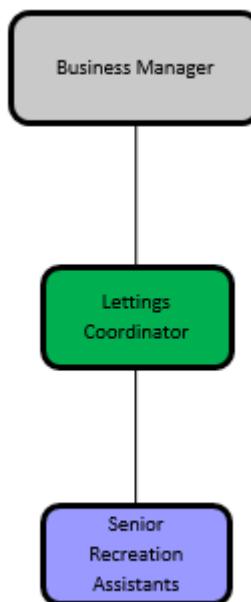
Job Description

Job title: Senior Recreation Assistant	Location: Edgbarrow Sports Centre
Grade: Grade I	Hours per week: As required subject to bookings (paid on timesheet).
Notice period: One month	Hours of work: As required subject to bookings between 17.15 – 22.30 on weekdays and flexible times at the weekends.

Job purpose

To assist with the presentation, upkeep and smooth running of quality leisure facilities for the general public.

Designation of post and position within departmental structure



Main Duties and Responsibilities

- Open and close the facilities as required for bookings.
- Assist with the preparation and cleaning of all areas (including internal and external areas) and equipment ensuring that the highest possible standards of hygiene are maintained.
- Assist with the erection and dismantling of equipment as required by bookings.
- Supervise circulation areas, changing rooms, toilets, activity areas (indoor and outdoor); including sports hall, fitness room, dance studio, and all other indoor / external facilities to prevent injury, misuse and damage to facilities.
- Assist with queries and complaints from members of the public regarding information and equipment.
- Report any serious problems/incidents to the Lettings Coordinator.
- Direct customers to rooms, and events.
- Respond to emergency situations, e.g. helping users in distress or building evacuations.
- To take reasonable care for the Health and Safety of self and others by ensuring that all regulations and procedures are complied with and safe working methods adopted. When necessary, effect remedial action and/or report to the Lettings Coordinator.
- To report all defects and damage to machinery, furniture, equipment and fixtures and fittings to the Lettings Coordinator. To assist with remedial repairs/action where applicable.
- Assist in reception by undertaking booking duties and administrative tasks as required.
- Ensure that all duties are undertaken within appropriate health and safety guidelines.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.
- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of Job (Budgetary/Resource control, Impact)

The post holder is Line Managed by the Lettings Coordinator.

The post holder does not hold any budgetary responsibilities but is responsible for first line customer contact both face to face, on the telephone and in writing. The school's image is being projected by the post holder.

Edgbarrow School

Person Specification

Role: Senior Recreation Assistant



Key Criteria	Essential	Desirable
Qualifications and Training	Good numeracy & literacy.	Have undertaken appropriate first aid training. Sport/fitness qualifications.
Competence Summary (knowledge, abilities, skills, experience)	Understanding of health and safety issues and best practice. Able to communicate clearly and effectively. Able to work without close supervision. Able to manage tasks and prioritise workloads. Understanding of and commitment to the requirements for safeguarding children, young people and vulnerable adults.	Previous leisure centre experience. Computer literate with basic software packages. Health and Safety knowledge.
Work related personal requirements	Physically capable of moving and setting up large pieces of equipment. Ability and willingness to work unsociable hours. Happy to work alone with appropriate safety measures in place. Able to deal with difficult or irate customers. Flexible approach to work and rotas. Committed to equality of opportunity. Able to maintain strict confidentiality of information received and processed as part of the job role.	
Other work requirements	Suitable to work with children. Participate fully in the school Performance Appraisal Process. Participate in training and development opportunities to enhance and develop skills as required. Follow the school's ethos.	

