



## RIDGEWAY ACADEMY – JOB DESCRIPTION SPORTS CENTRE LEISURE ASSISTANT

**Job Title:** Sports Centre Leisure Assistant (casual)

**Job Summary:** An energetic, sports-orientated person is needed to assist in the smooth operation of our Sports Centre and help to ensure the safety of its users

**Hours:** Casual hours (covering children’s parties and holiday camp activities, staff annual leave, busy events/lettings)

**Responsible to:** Sports Centre Manager

### Job Description

- Meet and greet customers
- Setting up and clearing away equipment required for lettings
- Security of the building, including CCTV control, and locking of other buildings, as directed
- General maintenance, including cleaning duties, of the Sports Centre and equipment Stock control
- Cash handling, including accepting deposits/payments
- Be aware of and comply with policies and procedures relating to child protection, health & safety and security, reporting all concerns to the appropriate person
- Observing behaviour of hirers to ensure safe and proper use
- Ensuring timely vacating of Centre when time has expired
- Take guidance from Sports Centre Manager/Duty Manager when on shift to manage workload
- Execute knowledge of upcoming Sports Centre events/promotions and advertise to incoming customers. Control and input into Sports Centre Social Media streams
- Actively engage with members of the public to promote programmes run by the Sports Centre (holiday camps, birthday parties, events etc)
- Administer first aid as required (training provided)
- Provide flexibility within the structure of the team and cover as a Leisure Assistant/Site Duty Manager if/when necessary
- Any other tasks, as directed

### Person Specification for Sports Centre Leisure Assistant

	Essential / Desirable
<b>Experience</b>	
Previous experience of working in a leisure centre or sporting environment. Good knowledge of customer care	<b>D</b>
<b>Qualifications (training can be provided)</b>	
First Aid/Emergency Aid qualification	<b>E</b>
Awareness of Health and Safety requirements	<b>E</b>
GCSE (or equivalent) in Maths and English	<b>E</b>
Sporting qualification suitable to delivery children’s parties and/or holiday camp activities	<b>D</b>
<b>Practical skills</b>	
Supervising customers and able to exercise control where necessary	<b>E</b>
Able to combine this with a friendly welcome for customers	<b>E</b>
Able to manage cleaning and security	<b>E</b>
Communicate effectively with users and colleagues	<b>E</b>
Anticipate problems and prevent accidents – intervene to prevent behaviour which is unsafe	<b>E</b>
Identify emergencies quickly and take appropriate	<b>E</b>

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action	
Give immediate first aid	<b>E</b>
<b>Personal qualities</b>	
Flexible approach to work various shifts in evenings/weekends/school holidays	<b>E</b>
Able to work under pressure, in a busy environment	<b>E</b>
Able to work as part of a team	<b>E</b>

**Additional Information:**

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974.

This job description sets out the duties of the post at the time it is drawn up; it will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Signed (member of staff)	Signed (Headteacher)
Date	Date