

Job Description

Job Title	Junior Community Sport & Leisure Assistant
Grade	National Minimum Wage for age
Responsible To	Community Sport Duty Manager
Staff Managed	None
Job Family	Leisure Assistants
Job Purpose	To work under the direction of the designated person to support the coordination of the use of practical resources. Facilitating and providing assistance and advice with regard to the practical needs of the sports facilities.
Job Context	To assist in the day to day running and effective operation of the sports facilities – reporting directly to the Community Sport Duty Manager.
Accountabilities / Main Responsibilities	
Operational Issues	<ul style="list-style-type: none"> To ensure protocols are followed for all bookings and activities relating to the sports facilities. To carry out “front of house” duties including receiving bookings, handling cash, meeting and greeting customers. To set up and clear away equipment and activity areas as required. To ensure safe and appropriate use of all facilities with particular attention to Health and Safety issues reporting any concerns to Duty Manager. To follow laid down emergency procedures in relation to fire, accidents etc.
Communications	<ul style="list-style-type: none"> Ensure that confidentiality and discretion is maintained at all times when dealing with school/community sport matters. Be aware of and implement your health and safety responsibilities as an employee. Ensure services are delivered in accordance with the aims of the school’s Equality Policy Communicate effectively with all customers and colleagues Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role. Have the ability to use clear language to communicate information unambiguously to others.
Resource Management	<ul style="list-style-type: none"> To help maintain all equipment storage areas in a clean, neat and tidy condition. To help serve refreshments as required. To clean the facilities, including equipment within the remit of relevant training. Assist on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.
Safeguarding	<ul style="list-style-type: none"> Be responsible for promoting and safeguarding the welfare of people that you are responsible for and come into contact with Have awareness and basic knowledge, where appropriate, of the most recent legislation Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them Make considered judgements about how to act to safeguard and promote a child or young person’s welfare
Systems and Information	<ul style="list-style-type: none"> Attend staff meetings, training days and management meetings by agreement with their manager Participate in training and learning activities and performance development as required.

	<ul style="list-style-type: none"> ● Keep up to date with current procedures and practices through continuing professional development.
Data Protection	<ul style="list-style-type: none"> ● To comply with the Trusts policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.
Health and Safety	<ul style="list-style-type: none"> ● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure ● Provide technical advice on health & safety issues to teachers and technical support staff ● To work with colleagues and others to maintain health, safety and welfare within the working environment ● Contribute to the assessment, monitoring and review of both health & safety procedures and information resources through a process of self-evaluation ● Carry out electrical and other safety checks ● Ensure the healthy, safe storage and accessibility of equipment and materials. ● Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards
Equalities	<ul style="list-style-type: none"> ● We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. ● Ensure services are delivered in accordance with the aims of the Equal Opportunities Policy Statement. ● Develop own understanding of equality issues.
Flexibility	<ul style="list-style-type: none"> ● Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. ● Reasonable additional duties commensurate with the grading of the job role may be requested from your line manager. ● Permanent & significant changes would be subject to consultation. All staff are required to comply with Policies and Procedures
Customer Service	<ul style="list-style-type: none"> ● The Trust requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment. ● The Trust requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values. ● Understand your own role and its limits, and the importance of providing care or support.

Person Specification

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Grade	National Minimum Wage for age	
Responsible To	Community Sport Duty Manager	
Staff Managed	None	
Job Family	Leisure Assistants	
Essential		Desirable (if not attained, development may be provided for successful candidate)
Knowledge		
<ul style="list-style-type: none"> Ability to communicate effectively and clearly with a range of customers and staff Good interpersonal abilities Able to understand hazards related to the Leisure Centre and diplomacy when dealing with customers who are breaking the rules Ability to stay calm under extreme circumstances 		<ul style="list-style-type: none"> Knowledge of Health & Safety and other relevant legislations that impact on the role Knowledge of the subject area and appropriate specialist equipment eg: Sports equipment
Experience		
		<ul style="list-style-type: none"> Appropriate experience of working in a Leisure Centre relevant to role
Occupational Skills		
<ul style="list-style-type: none"> Demonstrable interpersonal and communication skills Ability to work successfully in a team Able to exercise discretion & judgement Self-motivated to prioritise and complete required duties. Confidentiality Flexibility Good written and verbal communication skills Good literacy and numeracy skills IT literate 		
Qualifications		
Other Requirements		
<ul style="list-style-type: none"> Enhanced DBS clearance Ability to form and maintain appropriate relationships and personal boundaries with all customers. 		