



St Gabriel
the Archangel

Catholic Multi-Academy Trust

Leisure and Activities Assistant

Job Description

Forming Christ-centred pilgrims of hope, with kind hearts,
questioning minds, a thirst for knowledge and a hunger for justice.

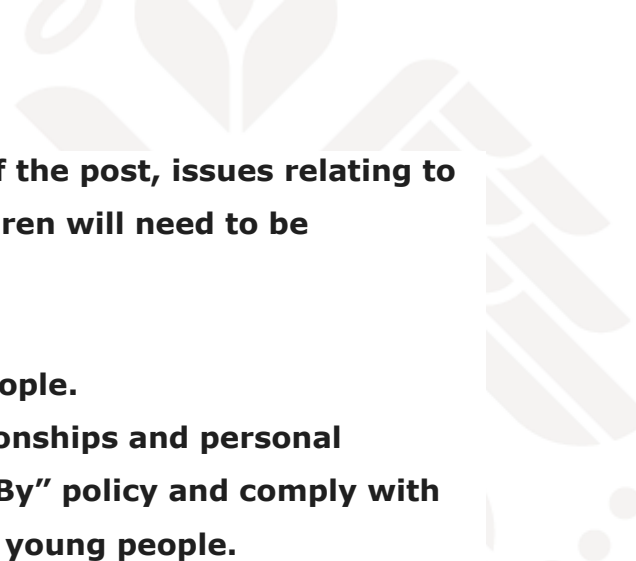
St Gabriel the Archangel Catholic Multi-Academy Trust

Reporting to

Leisure Facilities Manager

Key Responsibilities

- To ensure the supervision of all users of the centre, whether participants or spectators and ensure effective risk assessment methods are practiced;
- To ensure supervision of fitness suites and youth gyms and if Fitness Instructor qualified, to undertake appropriate fitness inductions;
- Ensure the health and safety of all users of the centre, responding to emergency situations and administer First Aid if required;
- Support professional sports people, sports teams, community teams or academy groups, working with them closely to improve performance;
- Encourage underrepresented groups or young people to participate in sporting activities;
- Set up and dismantle equipment and apparatus efficiently and safely in accordance with normal operating procedures and undertake routine maintenance duties;
- Assist in all aspects of customer care ensuring sports member's requests and demands are met appropriately;
- To assist sports clubs in all aspects of charter standard development. Work in unison with all clubs to develop their on site sport activity;
- Assist the Community Manager in all aspects of event management;
- Ensure the security of the Academy by following standard procedures for opening and closing the centre;
- These duties and responsibilities should be regarded as neither exclusive nor exhaustive and the post holder may be required to undertake other duties within the academy should they be deemed necessary.



In addition to the ability to perform the duties of the post, issues relating to Safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- **Motivation to work with children and young people.**
- **Ability to form and maintain appropriate relationships and personal boundaries, adopt and promote “Don’t Walk On By” policy and comply with all safeguarding requirements with children and young people.**
- **Emotional resilience in working with challenging behaviours**
- **Attitudes to use of authority and maintaining discipline.**

Safeguarding Commitment

St Gabriel the Archangel Catholic Multi-Academy Trust is fully committed to safeguarding and promoting the welfare of children and young people. The Trust expects all staff and volunteers to share this commitment and comply with safer recruitment procedures, including an enhanced DBS check and Children’s Barring List check.

Benefits

- Opportunities for professional development and CPD
- Participation in Trust-wide initiatives and senior leadership forums
- Supportive and collaborative working environment

Person Specification

E = essential

D = desirable

Qualifications	
NVQ Level 2 or equivalent	E
First Aid Qualification	D
Level 2 Gym Instructors Qualification	D
Experience	
Demonstrate competency in- Developing relationships with community organisations and local businesses, and working with community groups	E
Working within the club structure	E
Securing of robust standards of health and safety of equipment, facilities and users at all times.	E
Previous experience of working in a Sports Centre/Community environment	D
Knowledge and Skills	
Interpersonal skills	E
Customer care skills.	E
Personal Attributes	
Ability to communicate effectively	E
Enthusiastic, Loyal, Reliable, Ambitious	E
Ability to remain calm in trying circumstances	E
Ability to use initiative	E
Self-motivated	E
Knowledge of codes of practice around Health and Safety, Safeguarding and e-Safety	E

Additional Factors

Able to work shifts, evenings and weekends	E
Willingness to support the Catholic ethos and Mission of the academy	E
Willingness to attend training and development events when required	E
A strong commitment to Safeguarding and the welfare of children	E

COMPETENCIES ESSENTIAL TO BASIC PERFORMANCE OF THE ROLE

Commitment & Motivation

- Displays energy and enthusiasm for work and is motivated to achieve, demonstrates flexibility
- Identifies own development needs and seeks learning opportunities understanding learning priorities that link with Academy's aims and objectives
- Engages in every learning opportunity and reflects on and develops own practice
- Liaises effectively with people demonstrating a willingness to share knowledge, learning and experience with others
- Uses initiative within clearly defined guidelines and displays sound judgement, based on factual information when making decisions
- Monitors own performance against high standards
- Actively seeks feedback, to inform self-development plans

Problem Solving & Decision Making

- Works to general instruction using initiative to make routine decisions within guidelines, with the ability to challenge where appropriate and relevant
- Escalates decisions outside own area of responsibility
- Gathers relevant information to assist good decision making
- Offers ideas on how things could be done differently

Planning & Organisation

- Organises and manages own tasks and work time effectively
- Implements operational plans for own areas of responsibility under guidance
- Provides feedback to inform planning
- Prepares resources including where appropriate relevant ICT
- Prepares for a specific activity taking account of varying needs and abilities

of stakeholders

Managing Objectives

- Has a good understanding of own role and carries out task effectively, within deadline, fulfilling short term goals of the team
- Monitor pupils responses to learning activities and record appropriate attainment accurately as directed.
- Provides agreed feedback of effectiveness and progress
- Recognises the values, learning styles, management styles and ethos of the Academy

Raising Standards

- Contributes to setting individual objectives and agreeing measurable targets
- Collects supporting evidence and agrees success criteria
- Maintains consistent performance
- Remains focused on delivering results
- Takes responsibility for the quality of own work and keeps manager informed of how the work is progressing

Customer Focus

- Demonstrates willingness to help and support pupils and stakeholders
- Demonstrates and promotes the positive values, attitudes and behaviours expected to promote positive relationships
- Contributes to the safeguarding and welfare of pupils
- Adopts a pleasant, helpful and professional manner
- Actively seek information from stakeholders to understand their varying needs, abilities and expectations to support development
- Observes and provides feedback on pupil performance
- Delivers results in a timely manner
- Understand the reasons for Health & Safety within own area and works in a manner which does not compromise their own H&S or that of anyone affected by their work.

Communication

- Communication of straightforward information within familiar situations, with sensitivity and confidentiality
- Communicates effectively either verbally or in writing.
- Selects most appropriate method to meet the needs audience including those with complex communication and interaction needs
- Shares information with relevant parties in a timely manner
- Responds effectively to queries and provides accurate information, knowing when to refer

- Completion of standard proformas

Impact & Influence

- Understands the impact of own behaviour on others.
- Interacts positively within a team and will challenge inappropriate behaviour where appropriate.
- Develops personal networks and builds positive relationships.
- Discusses own needs and listens sensitively to the needs of others
- Shares appropriate information and knowledge with other in an open and honest manner
- Maintains confidentiality within appropriate boundaries.

Team Working

- Follows agreed instructions and takes personal responsibility and ownership for own actions, performance and delivery
- Shows willingness and ability to work cooperatively with a range of stakeholders
- Assist and Support junior colleagues and volunteers
- Contributes to dialogue regarding aims and objectives
- Provides effective support to colleagues, responds well to guidance