

Duty Officer Sport and Lettings

Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p>Job Title: Duty Officer – Sport and Lettings</p> <p>Location: Bedford School</p> <p>Job Purpose: To ensure that the Recreation Centre is ready and safe for use for all participants, including outside lets, sports club members and school use. The role also includes responsibility for the security of the building</p> <p>Reporting Line: Sport and Lettings Manager</p> <p>Hours: Usually between 6.30am and 10pm Monday to Sunday</p> <p>As required to meet the needs of the Recreation Centre during term time and school holidays, but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p>
<p>Line management responsibility for:</p>	<p>Supervisory responsibilities for lettings and hirers.</p>
<p>Main duties and responsibilities</p>	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> • To ensure that all facilities are ready for use and check that equipment in the sports hall and pool is set out and ready. • To maintain duties and responsibilities of a lifeguard such as Constant surveillance of all users, to monitor and correct unsafe practices in the pool area, to fully understand and carry out the actions required of the lifeguard during emergency procedures (please note this is not an exhaustive list) • To undertake pool tests and ensure that the pool is ready and safe for use. This will include carrying out water tests and recording the data collected, checking that the pool plant room is in good working order and ensuring that emergency equipment is working and in the correct locations. • To meet new and existing clients prior to the commencement of their booking and to through safety information.

	<ul style="list-style-type: none">• To collect any money/cheques due from hirers and from any visitors who may be using the Centre facilities.• To be aware of the lettings and sport diary and events scheduled, to ensure familiarity and offer support. To take phone calls, check for messages and deal with enquiries as appropriate.• To undertake checks around the Centre during the shift, to ensure lets are compliant with hiring terms and conditions.• To ensure all health and safety regulations are adhered to and report any issues. To check daily that fire exits are clear and fire safety equipment is in the correct position.• To report any maintenance requirements to the relevant team and line manager• To report any accidents to the Sport & Lettings Manager and enter all accidents/incidents in the Accident Report Book. To check all first aid boxes on a weekly basis and inform as appropriate of any new stock needed.• To follow emergency procedures and School policies in the event of an emergency.• To undertake general routine maintenance and cleaning duties as required.• To unlock and lock the Centre at the start and end of shifts and ensure the Centre is secure (including locking windows and turning off lights).• To attend any training and briefing sessions as required.• To undertake any other delegated tasks across any Support Dept as reasonably requested.
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

Person Specification – Recreation Centre Duty Officer

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	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	Method of assessment
Qualifications	Good general standard of education. NPLQ Lifeguard Qualification.	First Aid qualification.	<i>Certificates</i>
Experience	Previous experience within a customer facing roll (or similar environment).	Experience in a sport or letting role.	<i>Application form and references</i>
Skills and Knowledge	<p>Able to cope under pressure and remain calm in the event of an emergency.</p> <p>Able to demonstrate an understanding of good customer care.</p> <p>Effective time management and organisational skills.</p> <p>Strong communication skills, with the ability to develop effective working relationships with others.</p> <p>Ability to follow procedures effectively.</p>	<p>Knowledge of cleaning equipment and chemicals.</p> <p>Knowledge of COSHH (control of substances hazardous to health) regulations.</p>	<i>Application form, references and interview</i>
Personal competencies and qualities	<p>Adaptable and flexible, to meet the needs of the school.</p> <p>Able to work effectively unsupervised and complete set tasks.</p> <p>Ability to work as part of a team.</p> <p>Ability to use own initiative.</p>	Approachable but able to lead, uphold and enforce policies.	<i>Interview and references</i>