



Job Description & Person Specification

Job Title:	Leisure Assistant Apprentice
Location:	Hinchingbrooke School
Reports to:	Leisure Manager

Main Responsibilities

1. To ensure that all activities operated through HBK Leisure are conducted appropriately, safely and in accordance with HBK Leisure Policies and Procedures.
2. All tasks as directed by the Duty supervisor are completed to the required standard and in a timely manner.
3. To ensure that all facilities used or managed by HBK Leisure are secured at the end of each shift.
4. To ensure that all monies taken are appropriately accounted for and secured at the end of each shift and/or handed over to relieving staff.
5. You will be responsible for maintaining a high level of customer service in your actions.

Key Tasks

1. Support in all aspects of running the Leisure department.
2. Responsible for ensuring that the appropriate equipment is available at the correct times and set down in the correct manner as directed by the Duty Supervisor.
3. To ensure that money handling and accounting is carried out in accordance with department / school procedures.
4. You will be responsible for maintaining a high level of customer service in your actions.
5. To support the cleaning contractors, you are to ensure that any facilities used during your shift are maintained at an appropriate standard, with a facility clean by HBK leisure staff where necessary.
6. To ensure that a high level of customer service is maintained in both your own and your teams' actions.
7. You will be responsible for ensuring to the best of your ability the Health and Safety of yourself and our customers. You should be aware of all procedures and safe work practises implemented within HBK Leisure

Hinchingbrooke School is committed to promoting and safeguarding the welfare of all pupils and expects all staff and volunteers to share this commitment.





Dress

- During your shift you will always maintain a professional appearance. All clothing worn should be clean and in line with this policy.
- Staff are required to wear either blue or black shorts/tracksuit bottoms. HBK Leisure Polo shirts and hoodies will be supplied.
- Appropriate, comfortable footwear is to be worn and must be clean. The wearing of flip flops is only permitted on poolside.

Equality & Diversity

You are responsible for ensuring that your personal conduct is in accordance with the School Equality and Diversity Policy. In particular you are to ensure that:

- Your behaviour and personal conduct are exemplary and that you treat all your colleagues, students and customers with fairness decency and respect.
- The use of racist, religious or sexist language or use of inappropriate nicknames will not be tolerated.
- You foster an environment where all personnel are aware of and feel free to utilise the complaints procedure without fear of recrimination.
- Wherever possible, and if required, you will take account of religious and cultural needs of your colleagues and/or customers, where it is not detrimental to the running of activities.
- You are to ensure that any complaints received are dealt with sensitively, expediently, and appropriately. You are to take advice, where required, from your line manager if you are unsure how to deal with any such complaint.

Health & Safety

Under the Health and Safety at Work act of 1974 and other associated regulations, as an individual you are responsible for ensuring that you:

- Comply with all instructions and procedures installed to ensure safety in the facilities and HBK Leisure environments, taking proper care of any equipment provided to conduct your primary role.
- Provide specialist advice as appropriate to line management in order to allow proper risk assessments to be carried out within your training environment.
- Report all accidents, injuries or near miss occurrences, promptly in accordance with the HBK Leisure Health and Safety Policies.

Environmental Protection

You are responsible for protecting the environment from any actions by yourself, your students or customers in accordance with the Environmental Protection Act 1990 and associated school Environmental Policies.

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This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed..... (Leisure Assistant Apprentice)

Signed..... (Leisure Manager)


Date.....

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INVESTOR IN PEOPLE



 HBK Leisure Person Specification: Leisure Assistant Apprentice	
Criteria	Desirability
QUALIFICATIONS/KNOWLEDGE	
First Aid at Work certificate or equivalent or willingness to obtain one	Essential
National Pool Lifeguard qualification or willingness to obtain one	Essential
Knowledge of moving and handling procedures	Desirable
Educated to GCSE Level or equivalent (GCSE A-C/4-9 in English & Mathematics or equivalent)	Essential
A commitment to developing professional skills	Essential
EXPERIENCE	
Experience in a Leisure Centre role or in a sporting environment	Desirable
PROFESSIONAL COMPETENCE	
Commitment to promoting and safeguarding the welfare of all pupils and children	Essential
Confident with the use of IT as a means of sharing and communicating information	Essential
Excellent communication and customer service skills	Essential
Efficient, with good organisational and time management skills	Essential
Consistent in manner and attitude – displaying a calm, kind and caring approach	Essential
Show initiative and flexibility and can deal with unexpected or unplanned situations	Essential

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