



Job Description

Job Title: Leisure Centre Assistant

Reporting to: Site Manager

Grade: 3

Overall purpose of the post:

To contribute to the effective running of the Leisure Centre and to ensure the safety of its users.

Main duties and responsibilities:

- To supervise users of both indoor and outdoor facilities;
- Liaise with the Site Team to ensure that they are aware of any current and planned lettings;
- To ensure that all bookings are accurately recorded;
- To demonstrate the safe usage of fitness equipment to all new users;
- To ensure that all fitness equipment is cleaned daily before opening;
- To be responsible for ensuring that all relevant organisational procedures are correctly adhered to and applied, including customer care, complaints, accidents and fire procedures;
- To ensure that Health and Safety standards are fully upheld, reporting any breakages or malfunctions to the Site Manager;
- To be responsible for the removal of litter from the Astro turf, Sports Hall and Fitness Room every evening;
- To adhere to opening and closing procedures, ensuring the security of the building and premises;
- To accurately cash up and record the takings of the Leisure Centre, providing relevant information to the Finance Team as required;
- Be willing to undertake any training as necessary to facilitate working practices.

Additional Responsibilities

- Dealing with any immediate problems or emergencies according to the Academy's policies and procedures
- Respect confidential issues linked to home/students/teacher/academy work following the Trust's Data Protection and Freedom of Information Policy;
- Fire Marshall duties in the case of Fire and/or Emergency Evacuation were applicable
- To comply with the Academy's Child Safeguarding Procedures, including regular liaison with the Academy's Designated Child Safeguarding Person over any safeguarding issues or concerns;
- To comply with the Academy policies and procedures at all times.

- Undertake other reasonable duties (with competence and experience) as requested, in accordance with the changing needs of the organisation.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.