

Role Title: Sports Leisure & Facilities Assistant

Location: The Leys School

Responsible to: Sports Facilities Manager

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

Main purpose of the role

General sports facility operation. This will include the following facilities: sports hall, swimming pool, climbing wall, multi -purpose sports areas/astro, indoor cricket lanes, fitness facility (gym), tennis & squash courts.

Main duties and responsibilities

Sports Centre Responsibilities:

- To maintain a high degree of customer care while dealing with the public and staff at all times.
- To work within the Sports Centre agreed Standards of Performance.
- To ensure the safety, welfare, supervision & control of all users within the Sports Complex during designated sessions.
- To control the setting-up and clearing-down of various sporting activities. To be familiar with all equipment and the associated setting-up and clearing-down procedure.
- To ensure the safe handling and transportation of Sports Complex equipment.
- To ensure a high standard of cleanliness is maintained throughout the Sports Complex in accordance with existing cleaning schedules and detailed standards.
- To operate the sports facilities booking and access control systems, including the receipt of payments.
- To interact with other members of The Leys staff to ensure the efficient effective operation of the facility.
- To ensure that all parts of the building are made secure when not in use.
- To undertake appropriate action in emergency situations, in line with the Normal Operating Procedures and Emergency Action Plans.
- To be fully trained or working towards becoming a qualified fitness instructor/coach.

Swimming Pool Responsibilities:

- To maintain a high degree of customer care and service whilst dealing with the public and staff at all times.
- To work within the Swimming Pool agreed Standards of Performance as a Lifeguard.
- To ensure the safety, welfare, supervision & controlling of all bathers or users of the Swimming Pool during designated sessions.
- To supervise controlled wet and dry side sessions for all user groups.
- To ensure correct behaviour and use by all customers.
- To maintain the NPQL Qualification by attending regular onsite training.

Other:

- To follow designated working patterns within the annualised hours shift rotas, which will include working varying shift patterns over a seven day period, including working alternate weekends.
- To be punctual and correctly and smartly dressed in the uniform provided at all times whilst on duty.
- To carry out any other general duties as specified by the Duty Manager, to ensure the smooth and functional operation of services offered at all times.

Safeguarding responsibilities

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).
- To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

General Tasks

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Deputy Head Pastoral Care, Head/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.