**JOB DESCRIPTION**

**POSITION:** LEISURE CENTRE ASSISTANT

**HOURS & PAY:** APT&C Scale 3 (5-6), commencing salary = £11.83 per hour

**VARYING HOURS COVERING EVENING & WEEKENDS**

**PURPOSE OF JOB:**

* To undertake a range of leisure centre duties, maintaining a very high standard of safety and providing a clean and inviting environment thus assisting in the delivery of high quality sport and leisure services to the customer base using the Sydney Russell School Leisure Centre facility.

**MAIN ACTIVITES:**

* Cleaning of the premises (including internal and external areas) and equipment ensuring that the highest possible standards of hygiene are maintained.
* Assemble and dismantle equipment promptly and safely according to the facility activity programme, ensuring that equipment is stored and secured correctly.
* Supervision and control of circulation areas, changing rooms, toilets, activity areas (indoor and outdoor); including sports hall, fitness room, dance studio, and all other indoor / external facilities to prevent injury, misuse and damage to facilities.
* To deal with queries and complaints from members of the public regarding information and equipment.
* Report any serious problems/incidents to the Leisure Centre Manager.
* Direct customers to courses, classes, rooms, and events.
* Respond to emergency situations, e.g. helping users in distress or building evacuations.
* To take reasonable care for the Health and Safety of self and others by ensuring that all regulations and procedures are complied with and safe working methods adopted. When necessary, effect remedial action and/or report to the Duty Manager.
* To report all defects and damage to machinery, furniture, equipment and fixtures and fittings to the Leisure Centre Manager. To assist with remedial repairs/action where applicable.
* Assist in reception by undertaking booking duties and administrative tasks as required, also ensuring the whole school site remains safe at all times.
* Ensure that services are provided in accordance with all regulations relating to working with children and within the School’s Equal Opportunities Policy.
* Ensure compliance with all operating procedures of the Centre.
* Ensure compliance with appropriate legislation, financial regulations and policies and other requirements of the School.
* Ensure compliance with Health and Safety legislation and Departmental Health and Safety policies.
* Adopt a flexible approach to shift patterns as evening and weekend work is essential, and cover for staff sickness / training as and when required.
* Attend meetings as required.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the Leisure Centre Manager within the grading level of the post and competence of the postholder.