THE GRANGE SPORTS CENTRE

Education Sport Community

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Job Opportunity

Leisure Duty Assistant

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Job Purpose

The Opportunity

The role of the Leisure Assistant is a key central role in our Sports and leisure facilities which are available to hire by our local community during the evening and at weekends, and within the day during the school holidays. This is very much a 'hands-on' and Proactive role where you are able to be organised, diligent and professional to our hirers.

We require someone with outstanding communication and is able to give our customers the 'wow' factor to act as the main point of contact for our users; ensuring our hirers are looked after, overseeing bookings, setting up the facilities and general housekeeping whilst on shift to maintain our high standards.

The postholder will work across weekends and evenings.

Flexibility and a proactive attitude are essential. There will be key holder responsibilities connected to this role.

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Job Description

The Role:	Leisure Assistant
Reporting To:	School Lettings and Events Manager
Hours:	Saturdays 12pm-7.30pm Sunday mornings 7.30am – 12.30pm Weekdays 5.30pm to 10:00pm Extra hours available for extra cover, holidays and ad hoc events to be agreed in advance. Must be over 16
Salary:	£13.45 per hour.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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Responsibilities

1. To be a front of house presence to ensure an exceptional customer experience for our clients.
2. To assist in the promotion, organisation and delivery of sports coaching/ children's parties/events /activities/ etc.
3. To assist with the co-ordination of short-term events/activities and manage day to day administrative and logistical issues as required.
4. To complete daily/weekly facility tasks as directed and ensure the safety and cleanliness of the facilities.
5. To assist in the preparation and operation of events and activities including the assembly and dismantling of equipment in a timely and safe manner.
6. To undertake minor maintenance of equipment and facilities.
7. To ensure that all areas are kept clean and tidy and presentable at all times and suitable for use by external customers.
8. To answer the telephone and deal with enquiries from members of the public.
9. To assist with taking bookings and payments.
10. To maintain storage areas in a clean and tidy condition and in accordance with store plans.
11. To be responsible for locking and unlocking designated areas.

Health & Safety

12. To ensure that facility users adhere to all health and safety instructions and guidelines.
13. To administer first aid as and when required.
14. To ensure that all guidelines for safeguarding children AND Covid action plans are followed and strictly adhered to.
15. To act as a fire marshal in the event of an evacuation.
16. To ensure the facility is locked fully at the end of the shift and open up procedures are followed.

General

17. To undertake other tasks as directed.
18. To attend and participate in relevant meetings as required.
19. To participate in training/learning activities and performance management as required.
20. To wear any clothing provided by the employer for use during work time.

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The Person

Key to recruitment activity: A = Application, I = Interview, E = Experience, T = Task, R = Reference

QUALIFICATIONS	Activity
First Aid Qualification (This will be gained whilst in post if candidates do not have this on appointment).	A
KNOWLEDGE AND UNDERSTANDING	
Should be able to apply "rules" and communicate effectively with public and colleagues High level of customer care and understanding of equality in service delivery.	A,I
Ability to perform administrative tasks such as checking schedules and taking bookings and write a endo of shift summary.	A,I
A critical eye to ensure presentation of the facilities meets expectations in terms of equipment, cleanliness and presentation.	A,I
EXPERIENCE	
Supervision of public in leisure environment.	A,I,E
Previous work with children and young persons.	A,I,E
Experience of arranging the set-up of and delivery of parties, activities and events	A,I,E
QUALITIES	
Physically Fit.	I
Reliable.	I,R
Neat personal appearance.	I
Enthusiastic and motivated.	I
Ability to work unsocial hours including evening and weekends.	I
Good organisational skills.	I
Critical eye for high standards of cleanliness and presentation of facilities.	I
Proactive.	I
Competent with IT (for taking bookings and checking schedules).	I
Use of Word/outlook and Excel	

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The Process

To apply for the role of Leisure Assistant, please write a letter of application to support a fully completed application form and names of two referees to:

The Head
The Grange School
Bradburns Lane
Hartford
Cheshire
CW8 1LU

Applications are also accepted via e-mail to recruitment@grange.org.uk

Closing date for applications is on ***12:00pm on Friday 23rd of October***. Interviews will be held on Thursday 29th of October.

The Grange School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a DBS check. This post is exempt from the Rehabilitation of offenders Act 197