



Walbottle Campus Job Description

Job Title	Leisure Assistant A1039
Reports To	Community/Leisure Manager
Hours of Work	Casual – evenings and weekends, between 1-10 hours per week.
Grade	N2

RESPONSIBLE FOR:	Providing a quality service through consistently high customer care, safety and cleaning standards and to undertake general operational duties to enable the facility to function smoothly.
MAIN DUTIES:	The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time

<p>General Note: This Job Description applies only to schools that directly employ the jobholder</p>	<ul style="list-style-type: none"> • To provide the highest possible standards in relation to customer care, giving advice and support to customers throughout the facility. • To maintain the highest possible standards of safety and behaviour through alert supervision and control, dealing with any matters in the appropriate manner, including emergency assistance and first aid. • To carry out general cleaning duties throughout the facility, ensuring that the centre and its environment are clean and well presented in pursuance of high standards of health and hygiene. • To assist in maintaining good security and, where possible, the prevention of vandalism through supervision and patrol of facilities, including ancillary areas. • To perform general operational duties, including setting out, erection and inspection of equipment and stowage of equipment, stores and materials. • To assist in the operation of sessions, special events and campaigns. • To assist in the operation of the technical aspects of the facility and to undertake minor maintenance and repairs, e.g. replacing light bulbs, clearing blocked drains, reporting faults as necessary. • To carry out recording and inspection required in pursuance of appropriate quality standards. • To promote and implement the Council's Equality Policy in all aspects of employment and service delivery. • To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures. • The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
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