

## THE JAMES HORNSBY SCHOOL

<b>JOB TITLE: Recreation Assistant</b>	
<b>GRADE:</b>	<b>HOURS:</b>
<b>RESPONSIBLE TO:</b>	<b>Senior Recreational Assistant/Sports Centre Manager</b>
<b>EMPLOYEE SUPERVISION:</b>	<b>Recreation Assistants</b>
<b>DATE AGREED</b>	<b>BY WHOM:</b>

### **Purpose of Post:**

To be a role model Recreation Assistant in all aspects of operational services including fitness, sales, pool and lettings areas. You will provide advice and support to customers as required, as well as setting up sporting activities which take place on site. You will provide reception and administrative support and generally assist in the day- to-day operations of the Sports Centre.

### **SPECIFIC AREAS OF RESPONSIBILITY:**

#### **Customer:**

- Maintain a good and positive image of the Centre to customers and the public by providing a welcoming, helpful and professional reception, pool and operational service,
- To contribute to operating the Sports Centre in a professional and business orientated manner, in accordance with the Centre's aims and objections, recognising the need to achieve all targets and other performance indicators set,
- To ensure the safety and control of customers and public generally within the site, especially in the pool environment, and ensure that all relevant legislation applicable to the Centre's operation are enforced and complied with,
- To assist customers with use of the facilities and activities to encourage maximum use of the Centre,
- To actively encourage booking of the Centre's facilities and activities to enquiries in person and on the telephone whilst communicating new ventures and suggesting appropriate activities to potential customers,

#### **Sales / Brand**

- To ensure all pool brands are delivered safely and effectively,
- To prepare areas and equipment for sessions as appropriate,

- To assist as necessary the Sports Centre Manager in furthering the successful operation of the Centre,
- To assist the Sports Centre Manager in marketing and promotional activities.

### Operations

- To carry out routine monitoring and non-specialist maintenance of plant, equipment and fittings as required, bringing to the attention of the Sports Centre Manager any faults or major repairs in line with the Centre's procedures,
- To supervise customers in the swimming pool and all other areas of the Sports Centre, ensuring their safety and discipline and carry out pool supervision duties and all other duties in accordance with Normal Operating Procedures (NOP's) and take action in accordance with Emergency Action Procedures (EAP's),
- Contribute to the day-to-day operations and service of the Centre ensuring that security, general cleanliness, customer supervision and equipment checks are maintained,
- Implement all Health & Safety requirements, including all procedures in relation to fire prevention, lifeguarding, licences, food, COSHH, heating, ventilation, energy management and conservation in a manner commensurate with the post holders responsibilities,
- To prepare areas and equipment for sessions as required,
- To ensure that all equipment is used in a manner consistent with safe working practices,
- To ensure that equipment is 'fit for purpose' prior to customers being allowed to use it,
- Undertake specialist coaching and training where suitably qualified to do so,
- To work productively supervise operational staff effectively to ensure a quality service,
- Be aware of and ensure compliance with all financial and audit requirements for the operational efficiency of the Centre.

### Personal Development

- To ensure that all necessary qualifications of the post are maintained and renewed,
- Keep fully abreast of trends and developments within the leisure, health and fitness industry and discuss own training and development needs with the Sports Centre Manager.

### Other

- To administer First Aid as required,

- To act in accordance with, and positively promote the Centre's policies and standards,
- To undertake any other duties commensurate with the post's level of responsibility.

**The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Sports Centre Manager/School Business Manager/Headteacher within the grading level of the post and the competence of the post holder.**

**Compiled by:**

**Date:**

**Agreed by Postholder:**

**Date:**

**Headteacher:**

**Date:**