



JOB DESCRIPTION

<u>POST TITLE :</u>	Leisure Support Assistant
<u>GRADE :</u>	Band 1, scp 3 Casual – as and when required
<u>REPORTING RELATIONSHIP:</u>	Sports Hall Manager / Duty Manager
<u>JOB PURPOSE :</u>	To support the use of school facilities when they are hired out for community use

MAIN DUTIES/RESPONSIBILITIES

1. To act as the first point of contact and deal with enquiries by telephone and face to face ensuring that they are dealt with effectively and efficiently by providing good customer service at all times.
2. To supervise the use of school facilities by community users to ensure they are only accessed by authorised groups and individuals.
3. To ensure that the rules of use and relevant risk assessments are adhered to by all users.
4. To undertake a range of other duties associated with supporting community use of school facilities including directing traffic on site, moving and setting up equipment such as nets, operating floodlights, etc.
5. To ensure that facilities are tidy at the end of each session and to pick up litter, empty bins as required and ensure equipment is safely put away and correctly stored.
6. To receive enquiries from pitch users, resolving them where possible, or referring them to the relevant officer.
7. To administer first aid, if trained, and contact the appropriate services in the event of an emergency situation.
8. To assist other staff to lock up the school buildings and sports hall and ensure the intruder alarm is set and the site is secure.
9. To take bookings over the phone or in person and to take payment if necessary.
10. To make reports, in writing if necessary to ensure effective communication with other staff or following specific incidents as required.
11. To provide cover / assistance to other members of staff as required.
12. To report and record any accidents or near misses in a timely and accurate manner.
13. To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.

14. To carry out your duties with full regard to the Academy's policies and procedures.
15. To comply with Health and Safety policies, organisations statements and procedures, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both yourself and others.
16. Any other duties of a similar nature related to the post which may be required from time to time.

Swift Academies Trust are passionate about safeguarding the welfare of pupils and maximising their life chances. We expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service criminal records check for work with children.

Date : September 2021



**Person Specification
Leisure Support Assistant**

Key

- A - Application Form including supporting statement
- S - Selection Process
- R - Employment References
- C - Certificates
- D - Enhanced Disclosure and Barring Service Criminal Records Check
- M - Pre-employment medical screening

Criteria Number	Qualifications and Education	Essential / Desirable	Stage Identified
1.	Emergency First Aid certificate or willingness and ability to undertake training	E	A/C
2.	National Rescue Award for Swimming Teachers and Coaches	D	A/C
	Experience & Knowledge		
3.	General understanding of Health & Safety requirements in a leisure environment	D	A/S
4.	Previous experience working in a leisure setting	D	A/S/R
	Skills		
5.	Ability to communicate orally with a wide range of customers	E	A/S/R
6.	Ability to effectively deal with conflict	E	A/S/R
7.	Good customer care skills and commitment to providing a good service	E	A/S/R
8.	Numeracy and literacy skills to meet the requirements of the post	E	A/C/S
	Personal Attributes		
9.	Ability to meet physical requirements of the post	E	S/M
10.	Ability to form and maintain appropriate relationships and boundaries with children	E	A/S/R/D
11.	Ability to comply with uniform requirements and have a smart appearance at work	E	A/S/R

	Special Requirements		
12.	Suitability to work with children	E	A/S/R/D

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments are subject to satisfactory references.