



JOB DESCRIPTION

Apprentice Sports Centre Leisure Team Member Montsaye Community Sports Centre

Reporting to: Duty Officer/Centre Manager

Purpose of the Post:

- To provide a wide range of assistance to customers in all areas of the Sports Centre
- To act as a lifeguard for the swimming pool or gym instructor in the fitness suite subject to the requirements of the centre and training.
- To maintain a commitment to a high quality provision and exceptional customer service at all times
- To carry out duties essential to the safe, efficient, and smooth operation of the centre.

Main Duties and Responsibilities:

1. To undertake the Apprenticeship course of study and on the job training
2. To carry out specific duties requested by the Duty Officer or Centre Manager on duty.
3. To assist the Duty Officer or Centre Manager on duty, in providing an efficient and effective service for the whole community.
4. To assist in the efficient day to day operation of the Centre, ensuring customer satisfaction and compliance with the relevant standards and procedures.
5. To undertake cleaning duties as required by cleaning schedules or the Duty Officer or Centre Manager on duty in all areas of the centre.
6. To supervise swimmers ensuring their proper conduct and safety, in accordance with the Pool's Normal Operating Procedure, Emergency Action Plan and all relevant health and safety procedures.
7. To supervise fitness suite users ensuring their proper conduct and safety in line with the Fitness Suite Normal Operating Procedure, Emergency Action Plan and all relevant health and safety procedures.
8. To assemble and dismantle equipment for sports and social activities.
9. To maintain a safe environment for both staff and customers, including undertaking pool water tests and reporting the results to the Duty Officer or Centre Manager on duty.
10. The application of first aid when necessary (only when trained).
11. To make a positive contribution to service improvement, through regular attendance at staff meetings / training sessions where requested by the Duty Officer or Centre Manager on duty.
12. To promote a positive image to customers taking prompt action to deal with complaints and problems.
13. To assist in the upkeep of administrative and filing systems at the Centre.

14. To collect money and complete appropriate documentation
15. To Monitor and report any incidents / accidents and deal with these as required by the Centre operating instructions.
16. To maintain a working knowledge of, and comply with, the centre's operating guidelines and policies.
17. To undertake such other work that may be required from time to time consistent with the duties and grading of the post.

General

- To comply with Pathfinder Schools Policies & Procedures
- To be aware of and support difference and ensure equal opportunities for all.
- To indicate an acceptance of, commitment to and promotion of the underlying principles underlying the Pathfinder Schools Diversity and Inclusion Policy Statement
- To contribute to the development and implementation of the vision and values of Pathfinder Schools. To personally ensure that qualifications are kept up to date and skills maintained and developed to a high level of personal competency.
- To take responsibility for your own ongoing personal development and growth of expertise.
- To participate in training and other learning activities and appraisal as required.

Special factors

Subject to the duration of the need, the conditions given below may apply:

- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by their own training needs and the needs of the academy.
- This post is eligible for a DBS check under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (i.e. it involves certain activities in relation to children and/or adults) and defined as regulated activity under Part 1 of the Safeguarding Vulnerable Groups Act 2006 before the coming into force of section 64 of the Protection of Freedoms Act 2012 on 10th September 2012. Therefore, a DBS enhanced check is an essential requirement.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

Pathfinder Schools are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. DBS, Reference, Identity, Criminal Record and Medical Checks are mandatory for all posts within Pathfinder Schools.

Prepared by: IK

Received

Date

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