

INVICTUS

Education Trust

JOB DESCRIPTION

JOB TITLE	LEISURE AND ACTIVITIES ASSISTANT
LINE MANAGEMENT	HEADTEACHER
LOCATION	CRESTWOOD SCHOOL AND SIXTH FORM
SALARY	GRADE 3 - £8.74-£9.01 PER HOUR
HOURS WORKED	VARIABLE HOURS, EVENINGS AND WEEKENDS

KEY RESPONSIBILITIES

RESPONSIBLE FOR:

- Assisting in the smooth operation of the sport and leisure facilities at Crestwood School during the hours of community provision.
- To ensure the supervision of all users of the centre, whether participants or spectators and ensure effective risk assessment methods are practiced.
- To produce a weekly/monthly rota for the Crestwood Connect Team.
- Ensure the health and safety of all users of the centre, responding to emergency situations and administer First Aid if required.
- Complete incident, accident and general reports and assist in investigations as required.
- Operate in accordance with statutory requirements and the Trust's Standing Orders, Financial Regulations and Accounting Instructions
- Support professional sports people, sports teams, community teams or academy groups, working with them closely. Encourage underrepresented groups or young people to participate in sporting activities.
- Set up and dismantle equipment and apparatus efficiently and safely in accordance with normal operating procedures and undertake routine maintenance duties.
- Assist in all aspects of customer care ensuring sports member's requests and demands are met appropriately.
- Maintain the external cleanliness and hygiene of the facilities and grounds.
- Securing of site and buildings at the end of shift.
- To assist sports clubs in all aspects of charter standard development. Work in unison with all clubs to develop their on-site sport activity.
- Ensure the security of the Academy by following standard procedures for opening and closing the school and facilities.
- To operate in accordance with the Trust's Policies on Data Protection and Acceptable Use of Information Systems and any procedures relevant to the job role.
- To comply with and actively promote the arrangements in place in support of the Trust's Smoke

Free Workplace Policy

- These duties and responsibilities should be regarded as neither exclusive nor exhaustive and the post holder may be required to undertake other duties within the academy should they be deemed necessary.

PERSON SPECIFICATION

Education, Qualifications and vocational training:

- First Aid Qualification (Desirable)
- Coaching Qualifications (Desirable)

Relevant Experience:

- Previous experience of working in a Sports Centre/Community environment (Desirable)

Knowledge/Skills:

- Interpersonal skills
- Customer care

Personal Characteristics:

- Ability to communicate effectively
- Enthusiastic
- Loyal
- Reliable
- Ambitious
- Ability to remain calm in trying circumstances
- Ability to use initiative
- Self-motivated
- Knowledge of codes of practice in relation to Health and Safety, Safeguarding and e-safety

Physical Attributes:

- Physically fit
- Smart appearance

Additional Factors:

- Able to work shifts, evenings and weekends
- Willingness to attend training and development events when required

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in meetings as required.
- Any other duties commensurate with the duties/responsibilities/grade of the post
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising pupil achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual

changes.

Please Note

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description is current at the date shown, but in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.