

BRIDGWATER AND TAUNTON COLLEGE TRUST LEISURE LTD

JOB DESCRIPTION

Stanchester Academy Leisure Assistant

Bridgwater and Taunton College Trust Leisure Ltd (BTCT Leisure Ltd) culture reflects that of our sponsor Bridgwater & Taunton College.

All staff employed at BTCT Leisure are team players: Whilst every member of staff has a specific role to fulfil, their ability to do this successfully will depend to a large degree on their ability to cooperate with others, to lead by example if they are operating in a management capacity, and to support colleagues in whatever way is appropriate, and in their turn to seek support when this is necessary to enable them to fulfil their role. The extent to which individuals can work with others is seen as a critical determinant in their appointment to the Centre. In all appointments we make it clear that we are looking for energy, passion, innovation and cooperation.

PERSONAL PROFILE

The success of the BTCT Leisure Ltd rests on a very strongly felt and shared set of values which determine its strategic direction. It is absolutely crucial that the post holder shares our values. S/he must enjoy working within the team philosophy. Like any other post within the BTCT Leisure Ltd, it is about valuing people and working in partnership with others.

Main duties of the post

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. This job description is not a definitive list of tasks of the role.

- Completing shift work to cover community sports lettings at Stanchester Academy.
- Assist in the preparation and operation of events and activities including the assembly and dismantling of sports equipment in a timely and safe manner.
- Maintain proactive and effective communication with all Stanchester Academy community lettings.
- Undertake reception, administration and booking duties, cash handling and reconciliation in accordance with company procedures.
- Carry out regular routine inspections of the sports centre facilities and equipment in order to ensure satisfactory operation and maintenance of safety standards
- Undertake coaching/facilitating where suitably qualified to do so.
- Participate in the organisation and promotion of activities, achieving maximum usage levels for all sessions.
- Assist and supervise customers in their use of the facilities, always ensuring their safety and wellbeing.
- Always promote quality customer service, dealing with comments and reporting more serious issues to management.
- Administer first aid where suitably qualified, in accordance with company procedures.
- Adhere to all regulations and legislation relating to working with children.
- Undertake regular staff training.
- Undertake any reasonable request as specified by management.
- Ensure all lost property is handled and recorded in line with written procedures
- Undertake cleaning and litter picking duties as requested in order to attain a high level of cleanliness and maintenance of safety standards.

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- Maintain storage areas in a clean and tidy condition.
- Represent the company when on site in an appropriate manner, including arriving and departing the site.
- Wear the appropriate uniform and comply with the staff Code of Conduct.
- Respect your colleagues by meeting common goals and standards.
- To be a team player, and contribute towards the Trust's vision, within own capabilities.
- Attend mandatory training courses, e.g., Child Protection and Prevent training.
- Responsible for the safeguarding and promotion of the welfare of children.
- The post-holder may, from time to time, be required to carry out other duties commensurate with the role.

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Person Specification

ESSENTIAL	DESIRABLE	ASSESSMENT
QUALIFICATIONS AND TRAINING		
<ul style="list-style-type: none"> • Good standard of literacy and numeracy • Willingness to gain further qualifications in Sport and Leisure, First Aid and Safeguarding 	<ul style="list-style-type: none"> • Sport and Leisure qualification • Governing Body of Sport qualification • First Aid qualified • Safeguarding training 	<ul style="list-style-type: none"> • Application form • Certificates
EXPERIENCE		
<ul style="list-style-type: none"> • Passion to work within a leisure/sporting environment 	<ul style="list-style-type: none"> • Experience of working within the leisure industry • Experience of dealing with the public • Experience of working as part of a team • Experience of dealing with emergency situations • Use of information technology 	<ul style="list-style-type: none"> • Application form • Interview
PERSONAL ATTRIBUTES		
<ul style="list-style-type: none"> • A keen interest in sport and fitness activities • Energy, enthusiasm and a positive outlook • Reliable and shows integrity • Good communication skills • Willingness to do routine tasks 	<ul style="list-style-type: none"> • Willingness to go the extra mile • Able to demonstrate positive attitude to self-development and identify own training needs and goals as appropriate • Customer service skills • Awareness of health and safety 	<ul style="list-style-type: none"> • Application form • Interview