

Ian Robinson Sports Centre Leisure Assistant Job Information

Job Description

This Job Description sets out the main aspects of the job but it should not be taken as a complete description of the job in its entirety.

Act upon the guidance and instruction of the Duty Manager to ensure that each environment in the Sports Centre and any other premises of hire are fully equipped with the necessary equipment and adhere to the appropriate risk assessment before use commences.

Identify hazards and prevent potential accidents in the Sports Centre and any other premises of hire.

Deal with minor injuries and accidents adhering to the Merchant Taylors' School First Aid Policy

Advise any potential customer complaint to inform the Sports Centre Duty Manager who will duly deal with the matter according to policy.

Ensure good housekeeping within all areas of public consumption and record appropriately.

In the absence of the Duty Manager perform all necessary administration duties such as taking payments and recording the attendance of subscribed members.

Conduct regular visual checks of all areas looking for unusual practice, damaged items or structural defects, and lost property.

Liaise closely with Sports Centre Management regarding membership, booking enquiries and health and safety practices.

To deliver multi sports sessions and children's sports parties for children aged 4-11 years.

To liaise professionally with all visitors to the Sports Centre.

Person Specification

Commitment to team-working, and respect and consideration for the skills of others.

Excellent communication skills when dealing with the public.

Ability to react calmly and effectively in emergency situations.

Ability to prepare routine administrative paperwork.

Ability to follow routine verbal and written instructions.

Knowledge of customer service standards and procedures.

Available to work weekend and evening shifts.

Training, experience and Qualifications

- A-C in GCSE English, Maths and Science
- Previous experience within the leisure/sports industry (P)
- Level 1 UKCC or NGB Coaching Qualification (P)

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