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**Job Description – Leisure Assistant**

**JOB TITLE**

**Leisure Assistant**

**ACCOUNTABLE TO:**

**Facilities Supervisor**

**ABOUT THE COLLEGE**

Lakes College is a technical vocational Further Education College delivering education and training to full-time and part-time learners and apprentices to degree level. We have a vibrant campus in West Cumbria with state of the art vocational workshops and resources, including the National College for Nuclear Northern Hub.

Our mission and purpose are to:

‘*Enable people to recognise and develop their potential’*.

We are a people business and our mission applies as equally to our staff team as to our learners and employers’. We are a Good college and have ambition to be Outstanding by together developing our culture, standards and expectations. We encourage innovation, collaboration and reflection to lead to new ideas and methods. We gather, evaluate and use data to drive operational improvement.

**ABOUT THE ROLE**

• To provide cover to ensure that the day to day operational tasks of the Sports Facilities are completed safely and efficiently, working co-operatively with the Duty Officer.

• To provide support to student practical sessions.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES:**

* To work with the Duty Officer to ensure that a quality service is provided at all times.
* To ensure that the facilities are prepared and ready according to the programme of use and that they are maintained to a high standard by carrying out regular inspections and cleaning of the facilities.
* To ensure that all faults relating to the equipment are corrected and properly reported to comply with Health and Safety regulations and to ensure maximum usage of the facilities.
* To ensure that security within the facilities is effectively maintained at all times.
* To ensure the necessary Health & Safety regulations and policies are carried out with regard to staff and customers in accordance with the Normal Operating Procedure (NOP) and Emergency Operating Procedure (EOP) of the building, as well as the Colleges own Health & Safety policy.
* To supply and prepare equipment for sessions as required to minimise any delays during sessions and to ensure the smooth running of the facilities.
* To provide support and liaise with curriculum departments assisting with student activities.
* To assist students and members of the public using facilities, including providing instructions to facility users when required.
* To work as part of a team both within the ActivZone and as part of the Service as a whole, to promote a team culture and environment and contribute towards a team development.

**GENERIC COLLEGE ACCOUNTABILITIES**

* To operate within the college’s safeguarding children and vulnerable adult’s policy to promote and safeguard the welfare of college’s learners who are under the age of 18, and of vulnerable adults to meet the college’s moral and legal responsibilities.
* To work as a member of the team, both within the section and as part of the service as a whole, to promote a team culture and environment and contribute towards the team development and assist others as necessary during periods of peak demand.
* To contribute to the quality system of the section to ensure the delivery of a high quality service.
* To participate in the college’s performance management scheme, in order to ensure personal development needs are identified to allow maximisation of a high level of performance.
* To operate and monitor college Health and Safety Policy, in order to ensure a safe and healthy learning and working environment.
* To proactively create, communicate, implement and support the college’s Sustainability Development Strategy to ensure college targets are achieved.
* To operate and support college’s Equal Opportunities Policy, in order to ensure adherence throughout the college.
* To contribute to the smooth running of the college by undertaking other administrative duties as required to support the management of the college.
* To participate in the promotional and marketing activities of the college and ensure a professional and favourable image is portrayed at all times to enhance the college’s reputation and assist in ensuring its future success.

Note: This Job Description is an outline of the Principal Accountabilities for the post but is not part of the Contract of Employment.

**HOW TO APPLY**

For full information about this role or to apply visit [www.lcwc.ac.uk/job](http://www.lcwc.ac.uk/job)

**Person Specification – Leisure Assistant**

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|  | **Essential** | **Desirable** | **Assessment Method** |
| Qualifications |  |  |  |
| Hold 5 or more GCSEs or equivalent | **✓** |  | AF |
| Hold or be willing to obtain a First Aid Certificate | **✓** |  | AF |
| Relevant sport or leisure qualification |  | **✓** | AF |
| Experience |  |  |  |
| Recent experience of working in a customer service environment | **✓** |  | AF / AT / IV |
| Knowledge/experience of Microsoft computer packages |  | **✓** | AF / AT / IV |
| Practical knowledge of Health & Safety |  | **✓** | AF / AT / IV |
| Experience of working in the Sport & Leisure Sector |  | **✓** | AF / AT / IV |
| Teamwork & Personal Credibility |  |  |  |
| Work collaboratively and for the good of all | **✓** |  | AF / AT / IV |
| Welcome suggestions for improving standards and offer suggest improvements | **✓** |  | AF / AT / IV |
| Act as a team player | **✓** |  | AF / AT / IV |
| Accept responsibility for personal activities within agreed parameters | **✓** |  | AF / AT / IV |
| Display a high standard of personal integrity | **✓** |  | AF / AT / IV |
| Demonstrate a good understanding of and positive commitment to organisational objectives | **✓** |  | AF / AT / IV |
| Communication |  |  |  |
| Strong interpersonal and communication skills with the ability to present analysis in an understandable and concise manner | **✓** |  | AT/ IV |
| Analytical & Decision Making Skills |  |  |  |
| Uses logic, analysis, experience and models to solve problems | **✓** |  | AT / IV |
| Organised and attentive to detail | **✓** |  | AT / IV |
| Examines options to find solutions or seeks suggestions that are effective in addressing the problem in hand | **✓** |  | AT / IV |
| Able to demonstrate organised and analytical problem-solving skills with the tenacity to search out and explain relevant information |  | **✓** | AT / IV |
| Internal Customer Orientation |  |  |  |
| Demonstrates meeting expectations of internal customers, including students | **✓** |  | AT / IV |
| Develops relationships with internal customers and gains their respect | **✓** |  | IV |
| Treats internal customers fairly and in a non-discriminatory manner | **✓** |  | IV |
| Personal Effectiveness & Initiative Taking |  |  |  |
| Demonstrates ability to work under pressure, prioritise and commit to strict deadlines whilst maintaining the quality of output | **✓** |  | AT / IV |
| Ability to prioritise own work, multi-task and shift priorities | **✓** |  | AT / IV |
| Proactive in taking action to achieve goals | **✓** |  | AT / IV |
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***\*Assessment method:***

AF = Assessed via application form

IV = Assessed via interview

AT = Assessed via test/work-related task

Cert = Certificate checked at interview