**Job Description – Activzone Leisure Assistant Apprentice**

**JOB TITLE**

Activzone Leisure Assistant Apprentice

**ACCOUNTABLE TO:**

Deputy Facilities Manager

**INTRODUCTION**

Lakes College is quite simply the place to be in education at the moment. As one of the founder members of the new £7.5 million northern campus for the National College for Nuclear, the Governments National College initiative aimed at addressing current and looming vocational skills gaps for national strategic industries, Lakes College will see significant investment and growth in the next few years, adding to its existing portfolio of STEM provision, making it one of the most exciting places to teach in the North. Having recently invested over £1 million in our facilities to provide our students with access to the best facilities and equipment, we are seeking to ensure that our students are skill ready when they leave the door and are armed with an understanding of the current developments in the relevant technical disciplines.

**MAIN PURPOSE OF THE ROLE**

* To provide additional cover to ensure that the day to day operation of the Sports Facilities are completed safely and efficiently, working co-operatively with the Duty Officer.
* To provide supervisory 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 supervise and 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

**Person Specification – Leisure Assistant**

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|  | **Essential** |
| **Education, Training & Qualifications** | Hold 5 or more GCSEs or equivalent |
| Hold or be willing to obtain level 2 literacy and numeracy qualifications (GCSE, O level equivalent) |
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| **Experience, Knowledge, Skills** | Recent experience of working in a customer service environment |
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|  | **Desirable** |
|  | Relevant sport or leisure qualification |
|  | Knowledge/experience of Microsoft computer packages |
|  | Practical knowledge of Health & Safety |
|  | First Aid Certificate |
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