



Job Description

Job Title: Casual Recreation Assistant

Reports To: Assistant Manager – Swimming Pool & Commercial Activities

Purpose of Job:

To assist in the day-to-day operations of the Swimming Pool and Commercial Activities, providing the delivery of a high quality, customer focused operation.

Main Duties and responsibilities:

- Provide pool supervision for the safety of users.
- Ensure that the highest standards of cleanliness and safety are maintained throughout all facilities.
- Carry out regular pool water tests as directed and log these results accordingly.
- To follow School Safety Policy and requirements under H&SAWA 1974.
- Prepare and set-up facilities as required by the external lettings programme.
- Assist in the clear-up of facilities as required by the hire programme, ensuring all equipment and buildings are secure at the end of the day.
- Take part in on-going training courses and activities, which assist in the development and enhancement of staff.
- Provide a safe, friendly and welcoming working environment, implementing high standards in staff and customer relations.
- Report any faults or defects to the fabric of any leased buildings, grounds or equipment.
- Administer minor First Aid or refer to onsite Medical Centre as appropriate, and complete all accident and relevant accompanying documentation.
- Uniform is provided and must be worn at all times.
- To implement and adhere to the School behaviour policy where necessary.
- Carry out any other duties as reasonably requested by the Senior Recreation Assistants, Assistant Manager or above.

General responsibilities:

- Ensure the safety and wellbeing of children and young people at the School by adhering to and complying with the School's Safeguarding and Child Protection Policy at all times.
- Display correct staff identification at all times whilst on site.
- Adherence at all times to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of yourself and colleagues as well as pupils, staff and visitors.
- Deal with any issues efficiently and in a professional manner, referring to the Deputy Commercial Manager and Commercial Manager where appropriate.
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

May 2023

Person Specification – Casual Recreation Assistant

- RLSS NPLQ Lifeguard Qualification essential – renewable every 2 years, plus monthly training top-up. FAAW qualification and AED certificate would be beneficial.
- Previous work experience in the leisure industry and/or public pool environment would be beneficial but not essential.
- Customer focused individual, with excellent communication skills.
- Basic knowledge of Health & Safety.
- Flexible attitude to work and adaptable to work in other areas.
- Able to work to high standards.
- Able to work unsupervised and as part of a team.

I acknowledge receipt of this job description dated May 2023 and agree to undertake the duties and responsibilities contained within it. I understand and accept that the contents of this job description may be varied at a later date to include other responsibilities of an equivalent level in line with my qualifications, skills and experience.

Signed:

Dated: