

## **Job Description**

**Job Title:** Senior Recreation Assistant

**Reports To:** Assistant Manager Pool and Commercial Activities / Deputy Commercial Manager / Commercial Manager

**Working Time:** 32 – 40 hours per week

### **Purpose of Job:**

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

### **Main Duties and responsibilities:**

- To Supervise the pool, lettings and other operational activities related to school facilities.
- Ensure the pool is supervised in line with the NOP and NPLQ guidelines.
- Ensure that the highest standards of cleanliness and safety are maintained throughout all facilities.
- Use initiative to make decisions in the absences of the Assistant Manager Pool and Commercial Activities.
- Carry out regular pool water tests as directed and log these results accordingly.
- Carry out and assist with routine backwashes and plant duties as and when required.
- Carry out all weekly checks necessary.
- Provide pool supervision for the safety of users.
- To follow School Safety Policy and requirements under H&SAWA 1974.
- Prepare and set-up facilities as required by the hire 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. Attend NPLQ training session every month.
- Provide a safe, friendly and welcoming working environment, implementing high standards in staff and customer relations.
- Adhere to COSHH guidelines. Monitor and record all daily cleaning log sheets.
- 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.
- Carry out any other duties as reasonably requested by the Assistant Manager Pool and Commercial Activities, Deputy Commercial Manager or Commercial Manager.
- Record the operational day on a daily End of Shift report form.
- To ensure there is supervision in the changing areas at the beginning and end of lessons in conjunction with the swimming teachers on duty.
- Communicate with users and prepare operational day.
- Comply with any Covid policies and regulations that may be in place at any time

- Respond to enquiries including lettings, swim school, and memberships, holiday club & pool partys. Utilise the information on the school website and other available information on sharepoint.
- Supervise Recreational Assistants on shift making sure they are fulfilling their duties effectively. You will be expected write a matrix of tasks to complete throughout the duration of their shift.

**General responsibilities:**

- Ensure the safety and wellbeing of children and young people at the school by adhering to and always complying with the School's Safeguarding and Child Protection Policy.
- Ensure that uniform and ID badge is be worn at all times.
- 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.
- Attends training and staff INSET sessions where requested to, organised by the school to provide a consistent approach across the entire School staff population.
- Attends Royal Russell Day and Open Day as required.
- Carries out any other reasonable duties as requested by the headmaster.

15/10/23

## Person Specification – Recreation Assistant

The person specification focuses on the range of criteria required to undertake the role effectively. Candidates will be assessed from their Application Form and personal statement (A), interview (I) and by an exercise (E), Task (T) or Lesson Observation (L) as appropriate.

Criteria	Essential	Desirable	Measured by/evidence
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE in Maths and English at Level 4 or above, or equivalent</li> <li>NPLQ Lifeguard Qualification (Incl. AED)</li> <li>A commitment to continuing professional development through monthly staff training.</li> </ul>	<ul style="list-style-type: none"> <li>FAAW Qualification</li> </ul>	<p style="text-align: center;">A</p> <p style="text-align: center;">A</p>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>Good understanding of the expectations required for working in a school or educational environment.</li> <li>Good understanding of Normal Operating Procedures and Emergency Action Plans</li> <li>Basic knowledge of Health &amp; Safety</li> </ul>		<p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience not essential</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience working in the leisure/hospitality or education industry.</li> </ul>	<p style="text-align: center;">A/I</p>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li>Customer focused individual, with excellent communication skills.</li> <li>Flexible attitude to work and adaptable to work in other areas.</li> <li>Able to work to high standards.</li> <li>Able to use initiative when making decisions.</li> <li>Able to work unsupervised and as part of a team.</li> <li>Able to work in a busy environment</li> <li>Able to work in the same environmental capacity as junior and senior school children</li> <li>Friendly, reliable, hardworking and approachable.</li> <li>Able to remain calm and professional in all situations</li> </ul>		<p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">I</p>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults</li> <li>Flexible approach to working hours</li> <li>Empathy with the ethos and aims of Royal Russell School</li> </ul>		<p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p> <p style="text-align: center;">A/I</p>

I acknowledge receipt of this job description dated October 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: .....