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| **Job Title** | Operations Assistant |
| **Reports to** | Operations Manager |

**Job Purpose**

We are seeking to appoint an Operations Assistant to join the team at Dorney Lake. Dorney Lake is a modern world-class rowing and flat water canoeing centre set in a spectacular 400-acre parkland near Windsor. This role is to assist in the day to day operations and responsibilities involved in all aspects of the site and business which include the grounds, buildings and events, with a focus on on-site security, water safety and the driving and maintenance of the various boats.

**Key Tasks and Responsibilities**

* Assisting with the ongoing co-ordination, implementation and adherence of the health and safety of water safety policies;
* Maintenance of the safety, workboats and ancillary equipment;
* Assisting in the maintenance of the pontoon systems, buoy systems, launches, PA system, outfall pipe and water quality of the lake;
* Assisting with maintenance of the buildings and their surroundings;
* Assisting with maintaining the banks (in conjunction with the grounds staff);
* Assisting with maintaining security of the buildings, grounds and workshop;
* A member of the Lake safety team for general and event lake usage;
* Ensuring that safety boats are functional before any authorised users of the lake go afloat;
* Assisting with the Lake and boathouse booking system, booking in arrivals and taking payment when required;
* Assisting with aquatic weed control;
* Commitment and promotion of equality, diversity and inclusion;
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2023 guidance, therefore a good understanding of safeguarding procedures is essential;
* Commitment to safeguarding and promoting the welfare of children, including by not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
* Understand and comply with procedures and legislation relating to confidentiality.

**Skills and Competencies Required**

To be successful in this role, the incumbent should have:

* Watermanship skills;
* RYA Level 2 Powerboat Certificate is desirable however training will be given;
* General maintenance skills;
* Customer service skills;
* Dealing with conflict and difficult situations with confidence and a calm approach;
* First Aid at Work qualified is desirable however training will be given;
* Ability to swim a minimum distance of 50m;
* Able to work as part of a team;
* Flexible and adaptable approach to work-life balance based around the business needs which fluctuate throughout the year;
* A responsible and conscientious approach to influencing the correct usage by all visitors to Dorney Lake;
* Good interpersonal skills – able to liaise with clients, members of the public and members of the Eton College community;
* A positive and committed approach to work.

**Working Pattern**

* Your working hours will be 20 hours per week to include some weekend working on a rota basis
* You will be working 52 weeks per year.
* You will be entitled to the pro-rata equivalent of 5.8 weeks of holiday plus Statutory Bank Holidays.

**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.