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| **Job Title** | Sports Facilities Assistant |
| **Reports to** | Sports Facilities Manager |

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| **Job Purpose** |
| We are seeking to appoint a Sports Facilities Assistant to provide a high quality service and a safe environment to all our users. The post will have particular responsibility for the health and safety of users and the cleanliness of the gym, pool and all-weather surfaces for all visitors to the centre. |
| **Key Tasks and Responsibilities** |
| * Ensure that all health and safety duties are carried out in accordance with NOP/EAP procedures and following procedures in the Staff Information File. * To take responsibility for the fitness facilities when on shift ensuring the user’s safety and correct use of facilities. * To take responsibility for the swimming pool when on shift ensuring the user’s safety and correct use of facilities. * Act as first contact for all sports facility users. * To actively support the Manager with implementing new services and facilities. * To carry out the responsibilities of the post showing regard to the Eton’s policies and procedures as well as additional guidelines as laid out in the Centre’s Staff Information file. * Carry out lifeguard duties overseeing the general safety and behaviour of the public to prevent injury, drowning, misuse and damage to facilities. * Undertake a range of duties in wet, dry and other areas including the Gym, all weather surfaces which will include; control of facilities (changing rooms, showers and toilets); and assembly and dismantling of equipment (such as lane ropes and diving blocks). * To work on a shift basis to ensure adequate staffing levels to cope with the changing customer and operational demands of the Sports Centre. * To report any maintenance issues via PINKS system. * Undertake other duties as requested by the Sports facilities Manager on days/events that fall outside of the normal schedule. (Fourth June) * Any other duties reasonably requested.   **Other responsibilities:**   * To contribute to the continuous improvement of the services of Eton college. * To comply with relevant Codes of Practice, including the Code of Conduct and policies concerning data protection and health and safety. * To adhere to security controls and requirements as mandated by the Eton policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems * To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and working to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected. * A commitment to safeguarding within the school and to adhere to Eton’s safeguarding policy and procedures at all times * To understand Eton duties and responsibilities for safeguarding children, young people and adults as they apply to the role within the school. * Deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations. * Attend staff training on a regular basis (currently once a month) to practice practical skills and to cover department issues. |
| **Skills and Competencies Required** |
| To be successful in this role, the incumbent should have:   * Knowledge of the importance of Health and Safety procedures in relation to lifeguarding a pool. * Ability to demonstrate an understanding of why Diversity & Equality is important. * Ability to demonstrate an understanding of why Customer Care is important. * Ability to communicate effectively (verbally) with a wide range of people, for the purposes of providing advice/guidance, as well as information and assistance on services offered and the operation of equipment. * Ability to maintain and keep records up to date. * To be able to demonstrate team player attitude and the desire to help and assist others when needed. * Taking responsibility and being accountable for achieving the best possible outcomes – a ‘can do’ attitude to work. * Taking a team approach that values collaboration and partnership working. * Ability to be able to work independently and show a proactive attitude whilst adhering to instructions given by Sports Facilities Manager.   **Desirable**   * Knowledge of the importance of Health and Safety issues with reference to sports/leisure activities. * Knowledge of the importance of Health and Safety within a school environment. * Experience of working within a leisure environment.   **Qualifications**   * A valid National Pool Lifeguard qualification. * A First Aid qualification is desirable. * A recognised fitness qualification or sports/recreation or management qualification is desirable. * A Pool plant qualification is desirable. |

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| **Potential Career Progression** |
| Within the team there is scope to move into other positions, providing skills and experience requirements are met. There is also the possibility of moving into other roles within the wider College environment, depending on the particular skills and experience of the incumbent. |