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| **Job Title** | Sports Facilities Assistant (equivalent to Duty Manager) |
| **Reports to** | Sports Facilities Manager |

**Job Purpose**

To provide a high-quality service and a safe environment to all our users. The post will have particular remit for opening and closing all sites including gymnasium, swimming pool (lifeguarding included) and all-weather pitches, overseeing the health and safety of users during activities and being the first point of contact for the cleanliness of these sites.

**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.
* When on shift, full ownership of facilities; ensuring the user’s safety and correct use of our fitness, all-weather and swimming pool facilities (lifeguarding is included in this role).
* Managing all other facilities, such as changing rooms, showers and toilets and other communal areas.
* Carry out lifeguard duties overseeing the general safety and behaviour of the public to prevent misuse and damage to facilities.
* Act as first point of contact for all users when on duty.
* Setting up fitness sessions , such as assembly and dismantling of equipment (ie. lane ropes and diving blocks, trampolines, Hockey goals and football goals)
* Ensuring Eton’s policies and procedures are followed at all times, as well as additional guidelines as laid out in the Centre’s Staff Information file.
* Assist the Manager with implementing new services and facilities.
* To work on a shift basis to ensure adequate staffing levels to cope with the changing customer and operational demands of the Sports Centre this will include bank holidays and weekends.
* 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.
* Any other duties reasonably requested by the Sports facilities Manager or senior management.
* 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 requirements as mandated by the Eton policies, procedures and local risk assessments to maintain confidentiality, integrity, availability and legal compliance of information and systems.
* Deliver high quality and approachable services, as well as having the ability to adapt to differing processes and expectations.
* Attend staff training on a regular basis (currently once a month) to practice practical skills and to cover department issues.
* 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.
* All positions at Eton are classed as ‘regulated activity’ as per the Keeping Children Safe in Education 2021 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:

* Knowledge of the importance of Health and Safety procedures in relation to leisure/ sports facilities.
* National pool lifeguard qualification and previous lifeguard experience is essential.
* Ability to communicate effectively 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.
* Accountability for achieving the best possible outcomes – a ‘can do’ attitude to work.
* Ability to be able to work independently and show a proactive attitude whilst adhering to instructions given by Sports Facilities Manager.

**Desirable**

* A First Aid qualification
* A recognised fitness qualification or sports/recreation or management qualification.
* A Pool Plant qualification.
* Knowledge of the importance of Health and Safety within a school environment.
* Experience of working within a leisure environment at duty manager or equivalent level

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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. |