



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

LEISURE ASSISTANT

Section:	Sports Facilities Department General Services	Salary Range:	£8.15 per hour
Responsible to:	Sports Facilities Manager	Hours of Work:	Full-time, 35 hours per week including evenings and weekends
Status of position:	Permanent (subject to 12 months probationary period)		

I. INTRODUCTION

Shrewsbury School is an independent Boarding School, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is governed by a Governing Body, which has approximately 19 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by a Heads of Department team, which includes the Human Resources Manager, Financial Controller, Head of Estates, Director of IT and the General Services Manager.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

2. MAIN PURPOSE OF ROLE

The Leisure Assistants will be called upon to undertake duties to suit in supervising the sports facilities with particular focus in the swimming pool; ensuring the safety and comfort of all users. To provide all visitors and pupils to the Sports Centre with a friendly and positive experience, through delivering effective customer services and high standards of housekeeping.

3. LEVEL OF POSITION

The Leisure Assistants will be directly responsible to the Sports Facilities Manager who is responsible for day-to-day Line Management. Responsibility to include appraisal, training and development and health and safety.

4. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Main Responsibilities:

- To assist in the day to day operation of the sports facilities, ensuring that all health and safety legislation, codes of practice and operation procedures are complied with at all times.
- To register and ensure the smooth running of pupils sessions within the recreation sport programme.
- To ensure that all loose equipment is erected and dismantled on time in accordance with manufacturers' recommendations.
- To hold a RLSS National Pool Lifeguard qualification and maintain your award in a current valid state. To undertake and successfully achieve lifeguard competency assessment tests as require by the company.
- To supervise the swimming pool to ensure the safety and welfare of all users in accordance with the school's Swimming Pool Normal Operating Procedure.
- To attend regular programmed staff training sessions.
- To operate on a shift rota basis as a member of the Leisure Assistant Team, incorporating evenings, weekends.
- To maintain the highest standards of hygiene and cleanliness throughout the sports facilities department at all times. Undertake regular routine cleaning duties as required by the Sports Facilities Manager.
- To actively promote the name of Shrewsbury School and Shrewsbury school sports facilities in all transactions with members and visitors.
- Maintain a high standard of customer care in all customer relations.

- To communicate regularly with the Sports Facilities Manager and bring any problems to the management team before problems escalate.
- To complete daily, weekly and monthly pool plant testing and maintenance tasks.
- To immediately report any unusual pool water results to the Sports Facilities Manager and if necessary close the pool.
- To complete all required paperwork as required by the Sports Facilities Manager.
- To open and lock up all facilities when required. The post holder will be expected to act as a nominated key-holder and, as such, will respond to call outs by colleagues and/or police.
- To follow the requirements of a daily audit sheet and sign off on completion with any comments where applicable.
- To act as a named first aider.
- To ensure all club and members bookings via the use of the leisure managements system have an enjoyable and safe experience.
- To undertake any relevant training as required by the Sports Facilities Manager.

CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

5. TERMS AND CONDITIONS

- ❖ **Salary:** will be £8.15 per hour (based on qualifications and experience).
- ❖ **Hours:** This is a full-time role, working both during term-time and during School holidays. The successful person must be able to show a degree of flexibility in working hours as he/she will be required to work varied hours according to the needs of the School. Additional hours will be available pending the business requirements of the Sports Centre.

A two week shift pattern is worked as detailed below (Please note all shifts include an unpaid break of 30 minutes).

	Week 1	Week 2
Monday	3.45pm to 10.00pm	3.45pm to 10.00pm
Tuesday	3.45pm to 10.00pm	3.45pm to 10.00pm
Wednesday	2.00pm to 10.00pm	2.00pm to 10.00pm
Thursday	Day Off	12.45pm to 10.00pm
Friday	Day Off	3.45pm to 10.00pm
Saturday	9.00am to 6.00pm	Day Off
Sunday	7.30am to 5.00pm	Day Off
Total Hours	36.5	33.5
Average weekly Hours of the two week shift period	35	

- ❖ **Holidays:** Shrewsbury School's annual leave year runs from 1 April to 31 March: a full year's entitlement is 28 days per annum, plus statutory bank holidays.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions 5%, employer 7.5%) subject to auto-enrolment Regulations.
- ❖ **Sickness Leave:** After a qualifying period of six months, you will automatically join the contractual sickness scheme and in the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.
- ❖ **Life Insurance:** You will automatically join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.
- ❖ **Other Benefits:**
 - You will be able to enjoy the benefit of a free school lunch at Kingsland Hall when the kitchens are in operation.
 - You will be able to use the school sports facilities, when not in use by the pupils.
 - You will be expected to have an up-to-date DBS certificate and we will request one upon appointment and every 3 years thereafter.



Shrewsbury School

Person Specification

LEISURE ASSISTANT

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
A good standard of Education	✓		A / D
Pool Lifeguard qualification (NPLQ)	✓		A / D
Pool Plant Operations qualification		✓	A / D
First Aid Certificate		✓	A / D
Fitness Instructor or other Sport related qualification		✓	A / D
Defibrillator Certificate		✓	A / D
Work Experience			
Experience of working in a leisure / sports Centre and knowledge of general sports centre operating procedures.	✓		A / I
Must have experience of being a Lifeguard for at least 2 years	✓		A / D
Must have experience of operating a pool plant room in water quality control.		✓	A / I
Must be a strong swimmer.	✓		T
Knowledge and experience of basic administrative tasks		✓	A / D
Previous supervisory experience or the ability to lead other team members.		✓	D / I
Experienced in understanding and enforcing pool rules and regulations to ensure the safety of customers.	✓		D / I
Ability to deal with customers of all age groups and levels of ability.	✓		A / I
Some experience of administering first aid, specifically with regard to sports related injury.		✓	A / D

Description	Essential	Desirable	Method used
Specialist Knowledge			
An understanding of Health & Safety at Work but especially in a Sports Centre setting.	✓		I
Experience in the use of Defibrillators or a willingness to undergo training.		✓	A / D
Personal Attributes			
Excellent customer service skills with the ability and understanding of how to relate to customers of all ages and abilities and also to all levels of staff.	✓		D / I
A team player with excellent communication and organisational skills	✓		D
An open, honest and confident personality	✓		D
Able to problem solve and manage own time effectively.	✓		I
Good interpersonal skills	✓		I
Confident, enthusiastic, pro-active in approach and self-motivated	✓		I
A passion and energy for the leisure industry	✓		I
Other / Special Working conditions			
Must be over 18 years of age, due to supervising young people up to the age of 17 (The Equality Act 2010 (Age Exceptions) Order 2012, Sports.	✓		A
Willing to undertake training and development when required.	✓		A / D
Ability to work on a shift pattern which will include weekends, evenings and flexible working	✓		A / D / I