



JOB DESCRIPTION POSITION: SPORTS FACILITY ASSISTANT

HOURS & PAY: NJC Point 5 (currently £10.18 per hour).
Hours will be flexible but will be on Monday to Friday between 6pm and 9pm.

PURPOSE OF JOB: To undertake a range of leisure centre duties, maintaining a very high standard of safety and providing a clean and inviting environment thus assisting in the delivery of high-quality sport and leisure services to the customer base using the Ysgol Bryn Elian Sports Facility.

MAIN ACTIVITIES:

- Being a keyholder for the premises including opening and locking up the sports facilities before and after use.
- Being the primary point of contact for members of the public using the school's facilities.
- Ensuring users adhere to the facility rules in relation to appropriate footwear.
- Cleaning of the premises (including internal and external areas) and equipment ensuring that the highest possible standards of hygiene are maintained.
- Assemble and dismantle equipment promptly and safely according to the facility activity programme, ensuring that equipment is stored and secured correctly.
- Supervision and control of circulation areas, changing rooms, toilets, activity areas (indoor and outdoor) to prevent injury, misuse and damage to facilities.
- To deal with queries and complaints from members of the public regarding information and equipment.
- Report any serious problems/incidents to the School Business Leader.
- Direct customers to courses, classes, rooms, and events.
- Respond to emergency situations, e.g. helping users in distress or building evacuations.
- Provide emergency first aid (training will be provided)
- To take reasonable care for the Health and Safety of self and others by ensuring that all regulations and procedures are complied with and safe working methods adopted. When necessary, effect remedial action and/or report to the School Business Leader.
- To report all defects and damage to machinery, furniture, equipment and fixtures and fittings to the School Business Leader. To assist with remedial repairs/action where applicable.
- Assist in reception by undertaking booking duties and administrative tasks as required, also ensuring the whole school site remains safe at all times.
- Ensure compliance with appropriate legislation, financial regulations and policies and other requirements of the School.



Ysgol
Bryn Elian
High School

- Ensure compliance with Health and Safety legislation.
- Adopt a flexible approach to working patterns, and cover for staff sickness / training as and when required.

The above-mentioned duties are neither exclusive nor exhaustive and the postholder may be required to carry out such other appropriate duties as may be required by the School Business Leader within the grading level of the post and competence of the postholder.