THOMAS GAINSBOROUGH SCHOOL

JOB DESCRIPTION

ROLE TITLE	Leisure Centre Operative
GRADE / SCALE POINT – SALARY	Grade three – salary points four to six
REPORTING TO	Premises Manager

JOB PURPOSE

The post holder will undertake a range of general duties under the direction of the Premises Manager to assist in the general management of the Leisure Centre. The postholder will also help support the Leisure Centre reception and the Coffee Shop.

KEY TASKS & RESPONSIBILITIES

- Undertake all duties within recognised Leisure Centre procedures and guidelines.
- Be competent and confident in the use of all fitness equipment and will promote and enforce safe practice and adherence to facility policies and procedures.
- Support the delivery of a service that is easy to access for all members and customers, offering and providing advice, information, support, encouragement and motivation as required.
- Interpret information or situations to solve problems. This may involve using analytical, judgemental, creative and developmental skills.

Specific Responsibilities
The post holder will undertake a range of activities to ensure the smooth running of the Leisure Centre. This may include, but is not limited to the following:

- Open and close the Leisure Centre as required, ensuring the safety and security of the premises, ensuring that no unauthorised persons enter restricted areas.
- Prepare areas or equipment to be used, ensuring return and storage in line with Leisure Centre guidelines.
- Ensure start and finish times are accurately recorded and supervise activity change overs.
- Deal with any incident whatever its size, co-ordinating emergency services or offering First Aid as appropriate.
- Ensure all incidents or concerns are recorded at the end of each shift.
- Undertake duty functions on a shift system.
- Ensure all keys are secured and accounted for.
- Ensure all items lost or found are correctly recorded and all items of value are reported to the Manager.
- Order stock, re-stocking and complete appropriate forms and records, in accordance with procedure.
- Work effectively with people, developing productive relationships with colleagues and standing in for colleagues as required.
- Assist with the administration of the centre
- Organise and facilitate events to recruit new and lapsed members, this may also include arranging tours of the Leisure Centre for potential new customers.
- Assist the Premises Manager with the running of the Swimming pool.
- Be responsible for cash reconciliation at the end of each shift and be accountable for all monies received and be responsible for the safety and security of money in the building..
- Ensure all areas of the Leisure Centre are clean and tidy, including making sure all playing areas are free from litter, all fitness equipment is clean, ensuring all store rooms are tidy and in good order and the toilets are clean and tidy and the paper and soap dispensers are stocked.
- Undertake cleaning of all public areas within the Leisure Centre including the coffee shop

DRAFT

- Ensuring all playing surfaces are fit for purpose by removing leaves or debris if present
- Undertake routine maintenance checks of equipment within the Leisure Centre making sure everything is kept in good order, report any issues to the site helpdesk.
- Be able to set up and dismantle sports equipment following training as and when required.
- Ensure energy conservation procedures are attended to (heating/Lights).
- Act as first point of contact for visitors and customers dealing with their enquiries as appropriate, whether in person or over the telephone.
- Administer all aspects of the centre's bookings and courses, in person and via the telephone
- Issue sports equipment as required
- Sell sports consumables and maintain records in accordance with procedures
- Provider customers and members with a high standard of coffee shop provision and service
- Undertake cleaning duties as necessary to maintain required standards of hygiene in the coffee shop area, including leaving the coffee shop in a clean and tidy state at the end of each shift.
- Undertake routine health and safety checks throughout the Leisure Centre, including checking and replenishing first aid boxes on a monthly basis.
- Record and monitor daily safety checks on all equipment, reporting any potential hazards to the Premises Manager

Additional Responsibilities

- Undertake any duties reasonably requested by the Headteacher or Premises Manager

This outline job description sets out the main duties associated with the purpose of the post. It is assumed that other duties of a similar level/nature are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and routines. Appropriate training may be given to enable the post holder to undertake this new/varied work.

SAFEGUARDING

Thomas Gainsborough School and Great Cornard Leisure Centre is committed to safeguarding and promoting the welfare of children and young persons at all times. The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom they come into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

DRAFT