

Wolsingham School
JOB DESCRIPTION



Post Title:	Leisure Officer
Job Purpose:	<p>This post will support the school in achieving its vision to be an outstanding school and a centre of excellence for community learning.</p> <p>The post-holder will help to create and co-ordinate a wide range of community activities building on existing provision to encompass a broad range of entrepreneurial activities, to include learning, business, leisure, pastime and recreational activities that will appeal to and attract a diverse cross section of our community.</p> <p>To work as a team member to provide a safe, clean and enjoyable environment for all Wolsingham Sports Hall and Swimming Pool users on each and every visit.</p> <p>To be committed to providing a first class service for all Sports facility users.</p>
Reporting to:	School Business Manager
Working Time:	Flexible - minimum 15 hours per week Mon to Sun
Salary / Grade:	Grade 3
MAIN (CORE) DUTIES	<ul style="list-style-type: none"> • Actively liaise with providers of educational training courses and recreational skill based activities to assist with the arrangement, co-ordination and promotion of a broad programme of evening, weekend and holiday courses, events and activities. • Develop an understanding of the school's educational ethos and work closely with teaching colleagues to support extra-curricular events that will enhance teaching and learning and create opportunities for community learning. • Represent the school and work with partner primary schools and other agencies to enhance transition activities between primary schools to WS. • Work collaboratively with external agencies to maximize use of school premises and grounds. • Undertake supervision and support duties within the sports hall and swimming pool in accordance with specified procedures. • To act as a pool lifeguard • To attend all relevant pool plant and lifeguard training and refresher courses as required • To maintain and monitor all pool plant equipment to the standards required within training and documentation • To undertake safety and operational checks of the building, environment and equipment and to rectify, where appropriate, or report any faults or problems • Responsible for all opening and locking up procedures of sports hall and the site • In the absence of a direct line manager on site to use initiative to resolve issues or seek advice and guidance according to the on call rota or telephone tree.

	<ul style="list-style-type: none"> • To assist in the assembly and dismantling of equipment for activities and events • Booking of Sports Hall and/ or Pool Activities. • To communicate with customers, providing information and assistance as appropriate. • To assist with all telephone and reception enquiries. • Responsible for cash handling, reconciling monies and the completion of daily cash sheets. • To manage and update the Sports Hall and Pool customer database. • To be pro-active in marketing and promoting the facility. • Organisation of Sports Hall areas for all activities. • Assisting Sports Hall staff in moving equipment for activities. • Replenishing vending machines. • Upkeep and cleanliness of the Facilities • Role requires working on own initiative and with a team. • Ability to present oneself as a role model to clients in speech, dress, behaviour and attitude. • To take responsibility for your own continuous professional development • Maintain accident records as required. • Provide pastoral care, First Aid if necessary and support to sick and injured clients taking appropriate action ensuring family and staff are fully informed of incidents and accidents. • The post-holder has common duties and responsibilities in the areas of:- Quality Assurance, Communication, Professional Practice, Health & Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction. <p>The duties and responsibilities are those currently operative but the post holder may be required to undertake any other duties reasonable and compatible with his / her grading, competence and qualifications.</p> <p>HEALTH & SAFETY</p> <ul style="list-style-type: none"> • To take care of their own health and safety and of others who may be affected by their acts or omissions at work.
Enhancing own knowledge, skills and understanding	<ul style="list-style-type: none"> • To attend training courses relevant to the post, ensuring continuing personal and professional development. • Collaborate with colleagues across the school and partner organisations to keep abreast of changes, needs and aspirations of the school and our community.
Additional Duties:	<ul style="list-style-type: none"> • The post-holder will report to the School Business Manager and work effectively with all school colleagues, • Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

The post-holder has a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.
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Signed:

Date:

Signed: – Line Manager

Date:

