

# Ashford Leisure Trust

## JOB DESCRIPTION

JOB TITLE: Recreation Assistant

GRADE: SCP 10 - 13

POST NUMBER:

DEPARTMENT: Stour Centre

SECTION: Operations

RESPONSIBLE TO: Centre Manager

JOB SUMMARY: To be responsible to the Duty Managers for providing the highest possible quality of customer service in the provision of sporting, recreational and social facilities at the Stour Centre and associated areas. To assist in the completion of the day to day operational requirements in fulfilling the Centre's activity programme.

- MAIN DUTIES:
1. To supervise the use of all facilities at the Stour Centre. To monitor and supervise the use of the swimming pool at regular times when used by children and vulnerable adults.
  2. To set up, dismantle or change equipment and apparatus as required by the activity programme having due regard to all safety factors.
  3. To ensure that the highest possible standards of hygiene, cleanliness and health and safety of the Centre and surrounding areas are maintained at all times.
  4. To carry out cleaning duties as required or as directed by the Duty Managers.
  5. To use initiative in undertaking tasks which evidently require attention and reporting such completed work to the Duty Manager.
  6. To ensure equipment is returned to a storage location having due regard for customer safety.
  7. To be flexible in the approach to work and ready to fulfil the duties and responsibilities of other posts upon completion of appropriate training.
  8. To carry out lifeguard duties as required and ensure the safety of customers at all times. To monitor and supervise the use of the swimming pool on a weekly basis when the pool is closed to the general public and used by children and vulnerable adult groups and to provide medical treatment as required to these groups as necessary.
  9. To complete all routine tests as specified and in accordance with laid down procedures.
  10. To act as a key holder to specific areas of the centre.

11. To provide coaching assistance where appropriate qualifications are held and as directed by the Duty Manager.
12. To ensure that customer care standards are maintained to the highest level and that the Customer Charter is achieved at all times.
13. To ensure that established Health and Safety procedures and codes of practice are adhered to at all times.
14. Attend staff training as specified and ensure your NPLQ qualification is kept up to date.
15. To be in possession of and familiar with, the contents of the staff handbook.
16. To wear the correct uniform issued at all times, including name badge and maintain a neat and tidy appearance.
16. To undertake other duties which may be reasonably allocated by the Duty Managers from time to time.
17. You will be required to contribute to your own training and development and to understand your role in Ashford Leisure Trust by attending personal development discussions and training sessions. Your Manager will assist you by maintaining a planned approach and agreeing your personal targets, which will reflect the needs of the business.

**OTHER  
CONDITIONS:**

The working week is one of an average of 37 hours and is subject to specified local conditions and the postholder will need to regard the hours of work as flexible according to the requirements of the service.

Recreation Assistants will be required to hold a current RLSS Pool Lifeguard Award and a First aid at Work Certificate.

Employees will be required to operate at any facility managed by Ashford Leisure Trust after receiving appropriate training.

**Rehabilitation of Offenders Act 1974**

This post may involve regular and frequent contact with children. As such it is exempt from the Rehabilitation of Offenders Act 1974 and the postholder is required to obtain an ENHANCED Disclosure from the Criminal Records Bureau.

**Health and Safety**

All Employees have responsibilities under The Health and Safety at Work Act 1974. These responsibilities are laid out in the Trust's Safety Policy.

The job description intends to describe the principal purpose and main elements of the job. It is a guide to the nature and main duties of the job and is not intended as a wholly comprehensive or permanent schedule. The order in which the duties and responsibilities are listed is not significant.