



Job Description

Job Title: Sports Complex Leisure Assistant
Department: Sports Complex
Responsible to: Sports Complex Manager
Last reviewed: October 2024

Job Outline

The Sports Complex is a large multi-purpose facility within Haileybury offering extensive wet and dry side activity areas and a wide range of services to pupils and staff at Haileybury, as well as members of the public.

The Sports Complex Leisure Assistant will ensure that the highest standards of service are maintained at all times, and in accordance with the Sports Complex operating procedures, emergency action plans, health and safety policy, and working instructions.

Purpose

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role. This job description will be reviewed annually as part of the School's annual performance review process.

Key Responsibilities

- To operate Haileybury Sports Complex under the immediate direction of the Sports Complex management team, ensuring that procedures/working instructions are fully implemented as agreed.
- Ensure that the highest standards of service to pupils, staff and members of the public are maintained at all times.
- To carry out duties at all times as specified within the Sports Complex pool safety operating procedures, health and safety policy, and working instructions.
- It is expected that all duties will be completed effectively, efficiently, accurately and within the allocated time frame.
- Ensure the health and safety of all individuals using and visiting the Sports Complex.
- Carry out efficiently and effectively lifeguard duties on poolside on a rotation basis as directed by the Sports Complex management team.

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- Ensure that all Sports Complex areas are cleaned and maintained to the highest standard.
- Immediately inform the Sports Complex management team of any issues/problems which might affect the operation and smooth running of the Sports Complex.
- Assist with the training of all Casual Lifeguards working on shift (in-house training).
- Ensure at all times the proper use of the wet and dry areas used by Haileybury pupils and members of the public.
- Undertake facility monitoring to ensure that agreed tasks are completed in the correct manner and to the required standard.
- Ensure that at all times all sports equipment is safe, clean and in excellent and usable condition and to report defects to the Sports Complex management team as necessary in line with operating procedures, ensuring health and safety is paramount at all times).
- Efficiently and effectively carry out pool water tests as detailed on the swimming pool water testing report form and report all problems/irregularities to the Sports Complex management team, the health and safety of all swimmers and visitors in the swimming pool is paramount at all times.
- Assist in the implementation of the requirements of the health and safety at work act 1974 and the management of health and safety at work regulations 1992, ensuring personal compliance at all times, and to specifically ensure compliance with key health and safety regulations including COSHH, risk assessments, PPE, PSOP's, manual handling and other relevant legislation. To keep up to date with changing health and safety legislation and new systems of work.
- Under the direction of the Sports Complex Management Team, to patrol facility areas ensuring that adequate security is provided throughout each shift, ensuring that there is a staff presence in evidence at all times.
- Undertake supervision of Casual Lifeguards and where appropriate lead by example in the accomplishment of duties thus reinforcing a culture of continuous improvement.
- Undertake other areas of responsibilities as directed by the Sports Complex management team.
- Proactively supervise the swimming pool during operational hours.
- By checking on the computerised booking system and through communication with all other staff, to ensure at all times that all facilities are correctly set up in advance for all commercial/school bookings and events.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Sports Complex team, school personnel, and school customers.
- To keep the management team fully up to date and informed about all allocated areas of responsibility and to report any significant problems as appropriate and within a reasonable time frame.

- You are required at all times to carry out your duties in a safe manner, so as not to endanger yourself and/or the Sports Complex team.
- Make use of appropriate computer software, equipment and facilities in order to complete duties in the most efficient and effective way including word processing packages, Google workspace, spreadsheets, databases, etc.
- To efficiently and appropriately carry out reception duties. This will involve using a computerised till, booking system and answering telephone enquiries.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first-class service required for this role. Attend the National Pool Lifeguard Course if not already obtained.
- Provide support for co-curricular activities within the Sports Complex as and when it is feasible to do so.
- Provide support for commercial holiday clubs as and when it is feasible to do so.

Other Requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality, Diversity and Inclusion

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Sports Complex Leisure Assistant

Person Specification

	Essential	Desirable
Qualifications		
Good general level of education (to GCSE level or equivalent)	✓	
RLSS National Pool Lifeguard Qualification - <i>Successful candidates will attend training if not obtained already.</i>		✓
First aid certificate		✓
Knowledge, Skills and Experience		
Able to swim 50 metres in under 60 seconds	✓	
Previous experience of working within a Wet and Dry Leisure Facility		✓
Strong IT skills, proficient in the use of Microsoft Office and/or Google suite		✓
Good numeracy and literacy skills	✓	
Personal Attributes		
Highly organised with the ability to prioritise and work to deadlines under pressure	✓	
Ability to work within a team as well as individually	✓	
Able to use own initiative to effectively problem solve	✓	
Ability to motivate others and give clear direction	✓	
Flexible approach with the ability to adapt to changes to work schedules and willing to help with various activities	✓	
Ability to understand and operate within an educational and/or residential environment	✓	
Accurate with an eye for detail	✓	
Confident and self-motivated	✓	
Honest, reliable, committed and punctual	✓	