



Reports To: Sports Centre Manager

Job Summary

To support with the day to day running of Stanground Academy Sports Centre and ensure the safety of all Sports Centre users and the cleanliness of the pool and surrounding areas

Main Responsibilities

- To be a keyholder and be responsible for opening/ closing the building when necessary
- To oversee the leisure attendants on shift
- Ensure pool water quality through regular testing
- Under the direction of the Sports Centre Manager to ensure Health & Safety is kept at an operational level:
- Work in line with normal operating procedures
- Report any faults to the Manager
- To make sure all report forms are completed as necessary
- Ensure the safe erection and use of all equipment as the facilities programme requires:
- To make sure all areas of the building are set up as requested according to bookings
- To ensure all equipment is stored away safely when activity has finished
- To complete any administration tasks as required, including taking phone calls and answering emails.
- To ensure good customer care
- Be professional and approachable to customers at all times
- Always be polite and respond to enquiries as necessary
- To ensure high standards of cleanliness throughout the centre
- To carry out general cleaning duties in accordance with the cleaning rotas
- Perform any additional cleaning as requested by the Manager
- To attend regular training in accordance with your qualification requirements
- To undertake any other duties that may be requested by the management staff to maintain the effective running of the centre
- To communicate effectively with the sports centre users, and other colleagues
- To follow agreed policies for communications in the Academy.
- Any other duties deemed reasonable for the level of role

Competencies

Personal Attributes

(level expected when job is conducted to the required standard)

Framework

Seeking to establish the framework and guiding principles; making a positive contribution to the ethos of the Trust.

Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust

Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive

Know the local arrangements concerning the safeguarding of children and young people and how to use them

Takes responsibility for own Health & Safety, ensuring immediate work environment is safe

Act to promote pupils safety and well-being - establish a safe and stimulating learning environment for all rooted in mutual respect

Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support

Demonstrate consistently the ethos and behaviour which are expected of all

Understands why it is important to follow policies and procedures and knows where to find them

Development

Monitoring, coaching, guiding and supporting teams and individuals setting examples of desired behaviours.

Participate in whole academy training/induction events

Create a 'can-do' culture to raise aspiration for all

Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues

Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Responsive to leadership and direction		
	Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body		
	Receives direction and is able to follow instructions		
Task Management <i>Establishing appropriate courses of action for oneself and others to accomplish.</i>	Completes the tasks assigned which contribute to the delivery of specific results		
	Receives tasks and knows who they are accountable to in their work		
	Is supported in planning daily workload		
	Prioritises within daily tasks		
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with children and colleagues. An active listener	
		Able to read, write and understand English and is numerate	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Identifies problems and looks for support	
		Participates in team based decisions	
		Knows, understands and complies with procedures relating to information and confidentiality	
Solves problems within own remit which does not affect others			
Seeks support when immediate decisions are required			
Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.	
	English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.	
	Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.	
Scope	People (directly/indirectly manage)	Act as a role model, promoting consistently high expectations of behaviour in a professional and courteous manner.	
	Travel	You will be required to travel to academies as necessary.	
Education, Qualifications and Experience (EQE)	Essential: National Pool Lifeguard Qualification, or be willing to gain Desirable: Recognised Swimming Teaching Qualification Lifeguarding experience Pool plant room experience		
Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.		
Data Protection	All adults employed by the Trust have a responsibility for data protection and have a duty to observe and follow the principles of the GDPR Regulations.		

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.