

## Job Description

<b>Directorate:</b>	Children’s Services		
<b>Post Title</b>	Leisure Attendant A1039		
<b>Evaluation</b>	318 Points	<b>Grade:</b>	N2
<b>Responsible to</b>	Director of Sport or Centre Manager/Supervisor		
<b>Responsible for</b>	N/A		
<b>Job Purpose</b>	To provide a quality service through consistently high customer care, safety and cleaning standards and to undertake general operational duties to enable the facility to function smoothly.		

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

Note: This Job Description applies only to schools that directly employ the jobholder

- 1 To provide the highest possible standards in relation to customer care, giving advice and support to customers throughout the facility.
- 2 To maintain the highest possible standards of safety and behaviour through alert supervision and control, dealing with any matters in the appropriate manner, including emergency assistance and first aid.
- 3 To carry out general cleaning duties throughout the facility, ensuring that the centre and its environment are clean and well presented in pursuance of high standards of health and hygiene.
- 4 To assist in maintaining good security and, where possible, the prevention of vandalism through supervision and patrol of facilities, including ancillary areas.
- 5 To perform general operational duties, including setting out, erection and inspection of equipment and stowage of equipment, stores and materials.
- 6 To assist in the operation of sessions, special events and campaigns.
- 7 To assist in the operation of the technical aspects of the facility and to undertake minor maintenance and repairs, e.g. replacing light bulbs, clearing blocked drains, reporting faults as necessary.
- 8 To carry out recording and inspection required in pursuance of appropriate quality standards.

- 9 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.
- 10 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the School's policies and procedures.
- 11 The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

January 2007