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| Post Title | Dryside Attendant |
| Purpose | Working with a team of Leisure Attendants to provide an efficient and professional leisure facility |
| Responsible to | Castle View Community and Fitness Centre Supervisors |
| Responsible for | Providing dry-side support to the Leisure attendants and Supervisors in the day to day running of the centre. |
| Contract Type | PVH (Permanent Variable Hours) Flexible shift pattern during busy periods on weekends |
| Grade | £7.49 per hour |
| Disclosure Level | Enhanced |

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| Expectations | <p>There is an expectation that all Employees who work at Castle View Community and Fitness Centre will:</p> <ul style="list-style-type: none"> • Create opportunities to support the Centre vision. • Have respect and care for all Centre users and colleagues. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Be vigilant, enthusiastic and motivated. • Must be willing to work weekends and be flexible to suit the differing needs of the centre. • Be dynamic and able to use own initiative within a busy leisure environment |
| Main Responsibilities | <ul style="list-style-type: none"> • Providing dry-side support to the Leisure Attendants and Supervisors in the day to day running of the centre • Maintaining a high level of customer service to staff and visitors at all times • Ensuring rules and procedures are followed during parties • To follow any and all training given |
| Main Duties | <ul style="list-style-type: none"> • Supervising parties, cleaning, portering, set up or derig of equipment, opening and closing facilities. • To provide visitors to the Centre with helpful advice, guidance and information and if not able to so, direct to other members of staff who can assist. • Provide support in an emergency or evacuation situation, in a calm professional manner. • Actively provide information to any emergency service when requested to do so. • Ensure regular checks of the Centre are carried out and report any defects or maintenance issues in accordance with Centre procedures. • Respond immediately to any alarm system activations and notify staff or patrons of situations or actions required of them. • Complete relevant records and log books in a professional manner providing sufficient detail as instructed. |

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| | <ul style="list-style-type: none">• Assist in the induction and training of new members of the team.• As directed by line manager assist with setting out and derig of events, parties, tables/desks, exams etc. for any specific event as required.• Ensure compliance with legislation relating to health and safety and observe specific responsibilities in relation to these matters as detailed in the Pool Safety Operating Procedures (PSOPs).• Attend training sessions as and when required.• Maintain good communication links and working relationships with all staff.• Accurate completion of delegated administration tasks within the specified deadlines.• The collection and removal of refuse, following the Academy's recycling policy.• Have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body• Any other reasonable duties as requested by the Management or supervisory team. |
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Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

| CRITERIA | ESSENTIAL = E DESIRABLE =D |
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| Experience | |
| Prior experience in the Leisure industry | D |
| Experience of working in a customer focused industry | D |
| Able to undertake physically demanding duties | E |
| Compiling and writing reports in a standard format | D |
| Experience of working with young people | D |
| Previous experience of working in a school environment | D |
| Qualifications | |
| Face painter Qualification or experience | D |
| Training | |
| Basic numeracy and literacy skills | E |
| A good knowledge and appreciation of current Leisure environments, the potential risks, and threats and actions to mitigate these | D |
| Willingness to participate in further training and development opportunities to further knowledge | E |
| Knowledge & Skills | |
| Current first aid certificate | D |
| Capable of using Microsoft Office Packages | D |
| Knowledge of health & safety regulations as they relate to the post | D |
| Ability to assist in the training of staff | D |
| Ability to work effectively and supportively as a member of the Centre team | E |
| Ability to act on own initiative, dealing with unexpected problems as they arise | E |
| Good communication skills | E |
| Have a pleasant manner and approachable | E |
| Can remain calm under pressure | E |
| Good organisational skills | E |
| Good time management skills | E |
| Ability to complete tasks | E |
| Personal Circumstances | |
| Self-motivated with a willing and friendly approach | E |
| Smart presentable appearance | E |
| Willingness to maintain confidentiality on all Centre matters | E |
| Attributes | |
| Willingness to undertake a flexible shift pattern, to include night shift in accordance with the Centre rota | E |
| Reliable with excellent time keeping skills | E |
| Willingness to take personal responsibility for standard of work carried out | E |