

KEPIER



JOB DESCRIPTION

Name:

Job Title: Community Leisure Assistant (CLA)

Salary: NJC Scale point 2 £11.59

Additional Payments:

Casual Contract/Contractual hours: 0

Weeks per year: As required

Hours to be worked: To be arranged (will include regular weekend working)

Lunch break: To be arranged

Purpose of Job: To carry out general attendant duties within the facility including cleaning duties, setting up equipment, operational procedures and dealing with members of the public.

Principal Duties:

- To make a valued contribution in providing a quality community leisure service for all our customers.
- To ensure our customers comply with all rules and regulations of the centre.
- To take reasonable care for your own Health & Safety and that of other people who may be affected by their acts or omissions at work. To this end, employees should correctly use all work items provided by their employer in accordance with their training and instruction they receive to enable them to use items safely.
- To ensure the Health & Safety of all of our customers and staff.
- To ensure that all equipment supplied by the centre for use by the customers is set out in a safe condition and is available at the times requested by our customers.
- To participate in any programme of training as identified by Performance Management.
- To undertake basic skills training, specific on the job training, and training in health & safety and emergency procedures as required.
- To meticulously complete the cleaning of the centre and associated areas in order to provide at all times a clean and healthy environment for all our customers and staff.
- To report to your line manager all damage, defects, danger or any areas of improvement upon discovery and at all times to inspect the building to ensure such action.
- Carrying out such ongoing duties and general cleaning of the centre (including changing areas, cubicles, showers, toilets and drains) as directed, in order to ensure, at all times, a clean and healthy environment for staff and users.
- To promote and safeguard the welfare of the children and young people that you are responsible for or come into contact with.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- To undertake First Aid Training (First Aid at Work) and carry out that role.
- To undertake Fire Warden training and carry out that role, if required.
- The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service

delivery to ensure that colleagues are treated, and services delivered in a fair and consistent manner.

That the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take proactive approach to health and safety matters in order to protect both yourself and others.

Any other duties of a similar nature related to the post, which may be required from time to time.

That the post holder will be required to comply with all School policies, including the no smoking policy

Responsible to: Headteacher, Assistant Headteacher and Senior Community Leisure Assistant

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

Safeguarding

Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Keper operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....