



Job Description

Job Title:	Sports Complex Operations Assistant
Department:	Sports Complex
Responsible to:	Sports Complex Management Team
Salary:	Competitive + Benefits
Last reviewed:	May 2022

Job Outline and Purpose:

The post of Sports Complex Operations Assistant is a full-time position within the Sports Complex and involves working on average 40 hours per week on a shift pattern, which includes working late evenings during the week and at weekends. As a large multi-purpose Sports Complex with extensive wet and dry side activity areas the Sports Complex Operations Assistant role is wide ranging. The main functions carried out primarily involve the supervision of the swimming pool area and the timely setting up/down of equipment.

Other Functions Include:

To operate Haileybury Sports Complex “facilities” under the immediate direction of the Sports Complex Supervisors and Operation Managers, ensuring that procedures/working instructions are fully implemented as agreed.

Ensure that the highest standards of service to Haileybury students, Haileybury staff, and members of the public are maintained at all times.

To carry out duties at all times as specified within the Sports Complex Normal Operating Procedures, Emergency Action Plans, Health and Safety Policy, and Working Instructions.

It is expected that all duties will be completed effectively, efficiently, accurately and within allocated deadlines.

The nature of a 24hr a day, 7 days per week boarding school requires staff to work flexibly and as the School is used by pupils at weekends, which is also the time most parents visit, there may be a requirement for the job holder to work early mornings, evenings and weekends.

Duties:

- ensure the health and safety of all persons 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

- 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
- when required, to be a key holder for the Sports Complex and to provide an emergency call out service to the Sports Complex (only where suitably qualified and experienced to do so)
- assist effectively with the training of all casual staff working on shift (on the job training)
- ensure at all times the proper use of the wet and dry areas used by Haileybury students 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 (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 Supervisor and/or Operations Manager immediately (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, EAP's and NOP'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
- have a full working knowledge and understanding of the requirements of Health and Safety in Swimming Pools (HSE 179) and to operate at all times within these guidelines
- undertake supervision of Casual Operations Assistants and where appropriate lead by example in the accomplishment of duties thus reinforcing a culture of continuous improvement
- carry out teaching/coaching duties as required and where suitably qualified and experienced to do so

- undertake other areas of responsibilities as directed by the Sports Complex Management team
- proactively monitor, control and patrol the swimming pool during all 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
- act as a Supervisor where/when necessary

Reception Duties:

- To efficiently and appropriately carry out Reception duties. This will involve using a computerised till and booking system
- To accurately assist with the cashing up of monies at the end of each shift following correct procedures

General Duties:

- In agreement with the Sports Complex Management Team, to introduce processes and procedures, where necessary and appropriate
- 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 Operations Management 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 Drive, spreadsheets, databases, etc.
- Undertake appropriate training to ensure that skills remain up-to-date and commensurate with the first class service required for this role
- Such other duties which may from time to time be necessary/compatible with the nature of the post. This job description will be reviewed on a regular basis and will be adjusted/changed as necessary

It should be noted that this job description identifies the current principal duties of the post; it does not detail every task to be undertaken. The post-holder will be required to undertake any duties as required by the Line Manager, which fall within their capabilities or the requirements of the School.

Person Specification

Personal Qualities:

(Essential)

- able to swim 50 metres in under 60 seconds
- a high standard of personal presentation
- ability to work as part of a team and have flexibility
- good numeracy and literacy skills
- able to work individually and on own initiative with common sense and patience
- polite and confident
- flexible, enthusiastic and the ability to learn
- proactive, self-motivated, enthusiastic and resourceful
- honest, reliable, committed and punctual

Qualifications:

(Desirable)

- RLSS National Pool Lifeguard Qualification
- Experience of working within a wet and dry leisure facility for the public and private sector
- First Aid at Work Certificate

Child Protection at Haileybury

In addition to their job description, the job holder should be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons who they may come into contact with whilst at Haileybury.

Health & Safety at Haileybury

Under the Health and Safety at Work etc. Act 1974 and associated legislation, colleagues at Haileybury are expected to be comply with H&S requirements at all times, including but not limited to Risk Assessments, COSHH, PPE, Manual Handling and to follow Haileybury policies/procedures. Specifically, colleagues must continuously carry out all duties in a manner, which endangers neither themselves nor others. If you consider something is unsafe or likely to cause injury or ill health, you must rectify it if safe to do so, or report it to your immediate manager or the Health and Safety Manager.

Data Protection at Haileybury

The School will comply with its obligations under the prevailing data protection legislation when processing your personal data. For further detail in this regard you should refer to the School's Data Protection Policy and the Staff Privacy Notice which can be found on the website <https://www.haileybury.com/privacy-notice>

Code of Conduct Statement

Colleagues at Haileybury are expected to work together showing respect, courtesy and helpfulness, cooperatively working with a positive ethos and culture, whatever the staff member's position may be. Each individual should try to see and appreciate what others are doing and understand that the provision that we offer our pupils can flourish only with the active assistance of all concerned.