Leisure Attendant
Job Description

Employer: Dagenham Park Church of England School
Location: Barking and Dagenham
Responsible to: Duty Manager/Centre Manager/Director of Community Services
Salary: Hourly rate - TBC

Job Purpose

To manage the Centre, changing facilities, indoor, outdoor and associated areas. To ensure user safety in terms of both the behaviour of Centre users and the safe and non-hazardous conditions of the Centre and environment.

Carry out emergency rescue within the leisure facilities. This includes administering and assisting in the delivery of First Aid including resuscitation where necessary.

This role requires the role holder to undertake a range of physical activities, working in direct contact with the public. Working in a supervised environment and within a team the role holder will be required to adapt daily working procedures in the light of situations faced, adapting creative skills to resolve routine problems encountered within the role, referring more complex matters to the Duty Manager on shift and at times cover for the Duty Manager re annual leave or sickness, patrol site re security etc.

Responsibilities

- Ensure that the Centre and environment is clean and tidy and of the highest standard.
- Supervise Centre users including ensuring that all Centre users adhere to rules and regulations.
- Where directed by the Duty Manager assist at Centre events and other functions.
- Assist in the provision of general information and advice to the public and customers
- Monitor other leisure centre areas (terraces, changing rooms, corridors, gym, sports pitches, dance studios, sports hall, cafeteria and occasionally bar areas) ensuring that they are clean and tidy. Where necessary empty bins, replenish consumables (toilet rolls, soap etc).
- Scrub and hose changing areas and toilets using appropriate equipment, occasionally mop foyer/reception area.
- Set up and stow equipment used for bookings/events involving various furniture moving, in sports hall, dance studio and on astro pitch, outdoor courts.
- Report to the Duty Manager for any defects to sports equipment, changing area etc and take immediate action to prevent service users from being exposed to potential dangerous hazards.
- Cover reception at times re site users and enquiries from the public in person or by telephone.
- Prepare the Sports Hall/Lounge for the schools mock /annual exams, this includes placing safety matting to protect the floor and ensuring the tables and chairs are within their required regulations.
- Working hours are subject to change when/if directed by the Duty Manager/Centre Manager (as appropriate).

**Customer Care**

Provide high level of services to the community that are fair and accessible to all. To challenge existing practices that support the traditional culture and promote the ‘Customer First’ proposition across the Council.

**General Accountabilities and Responsibilities**

2. Undertake a proactive, committed approach towards the Council’s Best Value ethos.
3. Ensure compliance with and actively promote the Council’s Equalities and Diversity policies and strategies.
4. Ensure compliance with and actively promote Health and Safety at work legislation, Council and Departmental H&S policies and procedures.
5. Comply with the competencies and standard requisites agreed by the Council as relevant to the post.
6. Comply with the Data Protection Act 1990 (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired.
7. Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the line manager within the grading level of the post and the competence of the post holder.