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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Leisure Assistant (Dry)

**SALARY**: £9.78 per hour

**HOMEWORKING:** This post is not suitable for homeworking

**RESPONSIBLE TO:** Leisure Manager

**JOB PURPOSE:** To ensure vigilance in the supervision and cleanliness of the Fitness Room and all other areas in and around the Leisure centre and its facilities.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To comply with Health & Safety recommendations and any additional standards set by Highlife Highland and to be conversant with the role and responsibilities of the post.
2. To update yourself regularly on all written operating procedures and carry out accordingly.
3. To organise/lead activities and classes within the programme required by the Manager and Supervisor and to support the running of our children’s activities and play schemes in the holidays.
4. To set out and take down equipment, ensure it is maintained to a high standard of safety and cleanliness.
5. To carry out routine maintenance of equipment and fittings as required.
6. To carry out general cleaning of all areas to a high standard.
7. To check for cleanliness and safety on a regular basis and ensure safe methods of work are achieved.
8. To provide first aid treatment if qualified and trained to do so.
9. To cover reception duties as required.
10. To maintain confidentiality and adhere to data protection policy.
11. To be conversant with the High Life membership scheme and actively promote the package benefits.
12. To be friendly and helpful to users and uphold a high standard of customer care.
13. To work as part of a team and contribute to the development and promotion of the centre.
14. To support events in the theatre by developing a technical knowledge of audio and visual equipment for such purposes as running meeting, lectures and theatrical shows.
15. To attend training as required and achieve and maintain and relevant qualifications.
16. To bring to the attention of the Manager any improvement that might increase the effectiveness and efficiency of the centre

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

**Date:** December 2021

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students*

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Leisure Assistant (Dry)

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

**EXPERIENCE**

* Experience of working with children.
* Experience in Leisure Centre related activities.
* Experience of organising and delivering recreational activities.

**EDUCATION AND QUALIFICATIONS**

* Working / studying / or general interest in a related field
* Good standard of education

**SKILLS / ATTRIBUTES GENERAL**

* Ability to get on well with colleagues
* An understanding of health and safety
* Good working knowledge of ICT
* An ability to work on your own initiative

**SKILLS/ABILITIES SPECIFIC TO THE POST**

* A keen interest and knowledge of activity delivery
* Ability and skills to undertake cleaning duties
* An ability to organise and run activities for children

**INTERPERSONAL AND SOCIAL SKILLS**

* Excellent Communication skills
* Excellent Customer care skills