

# JOB DESCRIPTION

<b>Position Title:</b>	<b>Leisure/ Lettings Co-ordinator</b>		
<b>Reports to:</b>	<b>Facilities Manager</b>	<b>Cost Centre:</b>	
<b>Department:</b>	<b>Facilities</b>	<b>Job Code:</b>	
<b>Location:</b>	<b>Campus Whitehaven</b>	<b>Evaluated Grade:</b>	

## 1. JOB PURPOSE:

To co-ordinate and develop facilities and lettings across the Campus.  
To maintain safety and cleanliness of the pool and changing areas liaising with the Aquatics Co-ordinator.

## 2. ACCOUNTABILITIES:

### Organisation

- To assist with the promotion and development of facilities across the Campus through marketing, business development and viewings.
- To co-ordinate a flexible programme of lettings to ensure optimum use of facilities including the use of our online School Hire system.
- To liaise with prospective hirers and the Facilities Manager to assess requirements and suitability.
- To ensure that all lettings and events adhere to statutory requirements including, but not limited to Health and safety, risk assessments, child protection, confidentiality and data protection legislation, licensing and performance permissions.
- To assist with the safe operation of the premises when open to pupils and staff, when open for lettings and to other functions, and in school closure periods, including being responsible for the operation of the pool in the absence of the Aquatics Co-ordinator.
- To maintain safety and cleanliness of the pool and changing areas in the absence of the Aquatics Co-ordinator.
- To undertake pool water testing as and when required in the absence of the Aquatics Co-ordinator.
- To carry out regular quality checks and monitoring procedures.
- To be responsible for achieving high standards of customer service/ satisfaction.
- To undertake general cleaning duties of the pool and changing room areas as required.
- To undertake pool supervision and safety of the pool area and bathers.
- To administer First Aid as appropriate.
- To identify and report faults and to act within the protocols of the school to effect timely repairs and remedial actions.
- To report faults to the Facilities Manager when the repair or remedy is significant, potentially expensive and when there is a risk to the health and safety of staff, pupils, visitors and others on the school site.
- To participate in a rota for out-of-hours supervision and actions in the event of an emergency or incident.
- To assist with the implementation of the Emergency School Closure procedures in the event of inclement weather or power failure.
- Porterage duties.
- Key holding and site security.
- Evening and weekend work.

### Administration

- To contribute to a central filing system for documents and reports relating to the safe operation of the school site and services.
- To respond to simple queries either in person or by telephone or e-mail, using own judgement to refer to others as appropriate.
- To contribute to a log of routine testing, and have this available for inspection by the Facilities Manager or statutory authority.
- To arrange minor repairs in an emergency, out of hours.

# JOB DESCRIPTION

## Resources

- Undertake the safe operation of specialist equipment, including heating and electrical equipment.
- Effective use of basic IT equipment and packages.

## General

- Using own judgement and/or as directed, manage risk according to school policy, including the use of risk assessments pertaining to the safe operation of the site and services.

## Development

- Take responsibility for own ongoing personal development and growth of expertise.
- Train and develop other employees, for proper succession planning and risk management.
- Other duties and responsibilities as requested by the Heads of Schools.

## 3. QUALIFICATIONS, EXPERIENCE, & SKILLS:

### Qualifications:

#### Essential:

- GCSE or equivalent in Maths and English (grade 4/ C minimum)
- First Aid qualification

#### Preferred

- Pool Responder/ National Pool Lifeguard Qualification (training will be provided if necessary)

### Previous Experience:

#### Essential

- Health and safety awareness
- Effective use of basic ICT packages
- Working knowledge of relevant policies/ codes of practice/ legislation

#### Preferred

- Experience working with young people in a school or similar environment
- Experience of working in a pool/ leisure environment

### Job Specific Skills:

#### Essential

- Good verbal and written communication skills
- Team player
- Organisation skills

#### Preferred

- Experience in minor repairs

## 4. JOB DIMENSIONS:

### Managerial & Supervisory Accountability

- None

### Financial Accountability

- None

### Additional Work Context Information

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- Responsible for the security of the site on a rota basis during silent hours and school closure periods.

Number of Staff Supervised:	Direct Reports:	0	Indirect Reports:	0
	Total:	0		

## 5. APPROVALS:

LINE MANAGER		Name	
Signature		Date	
HEAD OF SCHOOL		Name	
Signature		Date	
EMPLOYEE			
Signature		Date	