

Job Description

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| Job Title: | Leisure tings Assistant |
| Responsible To: | Lettings Business Manager |

1. Key Purpose of Job

To work as part of the Lettings team, to support the school with their activities after school and to support external groups us the facilities at the school. to ensure equipment and facilities are ready and prepared for all events held at the school and then cleaned and packed away at the end of the activity, before assisting to alarm and secure the premises.

2. List Key Duties and accountabilities of the post

Duties involved will include:

- Provide an efficient and effective service within the school, minimizing disruption and interference within the school environment;
- Set out any equipment as required for events held at the school;
- Greet visitors to the school and direct to the relevant venue as appropriate;
- Act as the main point of contact when visitors are on site;
- Escalate unresolved enquiries to the Lettings Business Manager
- Ensure all equipment is put away and the facilities are left safe, clean and tidy and ready for the School;
- Maintain the security of the School by ensuring access to the facilities is only by authorised hirers;
- Alert the Lettings Business Manager to any broken or damaged equipment and ensure they are removed from the use of visitors;
- Alarm and secure the premises at the end of the event;
- Carry out daily duties as instructed by the Lettings Business Manager.
- Comply with COSHH regulations;
- Take the lead on fire safety
- Ensure working practices comply with training provided;
- Ensuring that all cleaning materials are used in accordance with instruction and training;
- Ensuring all designated cleaning equipment in a specified area is thoroughly cleaned after use in order to maintain high standards of hygiene, eg filters in vacuum cleaners, floor pads on buffers, clean cloths;
- Ensure that safe and correct methods of work are employed at all times with extra care shown to the safety of staff, students and visitors;
- Replenishing all consumables;
- Disposal of waste through the appropriate waste streams in line with site specification;
- Ensuring that the waste hold areas are kept clean, tidy and organized;
- Complete timesheets and work logs as required;
- Observing general security and safeguarding in line with policy.

3. Supervision / Line Management Responsibilities of the post

None.

4. Working Environment & Conditions of the post

Working with hazardous chemicals and cleaning materials in line with Health and Safety guidelines and the use of Personal Protective Equipment (PPE). Operation of cleaning machinery in soft services, following Health and Safety guidelines and training

5. Other Duties

Any other duties commensurate with the post.

6. Other Information

- a) All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- b) Fusion School Services Limited operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the buildings, enclosed spaces within the curtilage of buildings, and vehicles.
- c) The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- d) The post-holder is expected to familiarise themselves with and adhere to all relevant Fusion School Services Limited and School Policies and Procedures.
- e) The post-holder must comply with the Fusion School Services Limited's Health and Safety requirements specifically for the school they are working at
- f) The post holder may be required from time to time to move their base or work at a different site within the Fusion School Services Limited contract within a reasonable distance upon request.
- g) As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

Person Specification

| | Essential / Desirable |
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| Skills, Knowledge and Experience | |
| Experience of working as part of a team in a similar role | D |
| Good communicator | E |
| High level of attention to detail | E |
| Able to use initiative within defined guidelines | E |
| Awareness of manual handling procedures | D |
| Knowledge of cleaning methods and processes | D |
| Ability to be flexible in response to the demands of the service | E |
| Reliable and able to work unsupervised, delivering quality work | E |
| Able to work as part of a team | E |
| Knowledge of Control of Infection, Health and Safety and COSHH policies | D |
| Other | |
| Willingness to attend any training courses including mandatory training as required to maintain and improve standards | E |
| Full DBS check and awareness of safeguarding principles | E |