# Job Description

# LEISURE & RECREATION ASSISTANT

Contract – Permanent

Salary – tbc

Type – Full Time

Hours – 37.5hrs per week

Wrekin Old Hall Trust is looking for dedicated and trustworthy member of staff to join the leisure team at Wrekin College Sports Centre

The ideal applicants will ideally have experience in the leisure industry and will have a professional manner and attitude, good time skills with a commitment to achieving and maintaining high standards.

Qualification Requirements:

Essential

National Pool Lifeguard Qualification (Royal Lifesaving Society, RLSS)

Desirable

RLSS Trainer Assessor Qualification

Pool Plant Qualification

Swim Teacher Qualification

Sports Coach Qualification

**Main objectives of the role:**

To assist the senior leisure team, and work as part of the wider team, in the efficient and effective running of the Sports Centre, which includes 2 sports halls, 6 lane 25m swimming pool, 2 all-weather pitch, squash courts and other pitches.

To assist in ensuring that all sports facilities and staff meet current Health & Safety and any other statutory requirements and work to maintain a high standard of these.

To work with Wrekin College and Old Hall staff to ensure the best possible experience for their pupils, whilst providing a safe and secure environment.

To supervise various swimming pool sessions, to set and de-set a variety of sports activities.

To complete pool testing to ensure that the swimming pool is safe for user groups to use.

To take ownership and maintain any current qualifications by attending regular staff training sessions and by maintaining appropriate fitness levels required for the qualification

To be familiar with Health and Safety policies in place such as the Normal Operating Procedure, Emergency Action Plan and Risk assessments

Other duties would include, administering first aid as required, general reception/admin duties, completion of relevant Sports Centre paperwork with high accuracy and cleaning of the sports centre facilities with particular reference to the swimming pool area and associated changing rooms, toilets and access/egress corridors.

Applicants would also be expected to complete any other reasonable tasks as requested by the senior leisure team or Facilities Manager.

Benefits:

Free on site parking
Free membership of sports facilities
Access to meals during term time
Excellent pension scheme

Salary Guide:

This is a permanent position working 37.5 hours per week on a rota basis. The rate of pay will meet minimum wage. Additional hours may be available at times, subject to the needs of the college.

All applications will be subject to a DBS check and a 6 month probationary period.

Shift Pattern

The successful applicant will work as part of a 3 week shift pattern including hours during the day and evenings in addition to weekends

Application Procedure:

Applications forms should be returned to:

Email: recruitment@wrekincollege.com