



Leisure Assistant Job Description



- Job Title:** Leisure Assistant
- Responsible to:** Leisure Facilities Letting Manager
- Grade:** Grade 2, SCP 3
- Role purpose:** The post holder will undertake a range of general duties under the direction of the Leisure Facilities Letting Manager to assist in the smooth running of the Sports and Arts Centre.

Roles and Responsibilities:

Main duties

1. Ensure the premises are opened for the start of business and secured at end of shift.
2. Act as first point of contact for visitors
3. Greet hirer upon arrival of their session, where this is not possible ensure at least one interaction with hirer each session
4. Administer all aspects of the Centre's bookings and courses.
5. Deal with customer enquiries as appropriate maintaining a high level of customer care.
6. Ensure centre is clean and tidy at all times. Undertake cleaning duties as directed following health & safety policies and procedures.
7. Ensure centre's equipment is used safely.
8. Administer first aid as required.
9. Set up and dismantle centre's equipment in accordance with safety standards.
10. Undertake routine maintenance checks of equipment and identify and report repairs
11. Make routine health and safety checks throughout the premises.
12. Complete accident/incident reporting records as required.
13. Ensure all restricted areas are properly secured and monitored.
14. Ensure all check sheets are completed daily
15. Undertake clerical duties as required.
16. Record all incidents or concerns via email to the centre manager before the end of the shift.
17. Manual handling is essential to the role.
18. To dress smartly and to conduct oneself in a professional manner.

Personnel

1. Undertake hours/duties as identified.
2. Comply with all personnel policies and procedures in relation to shift changes, booking leave, reporting sickness etc.

Safeguarding

1. To liaise with the Safeguarding team in accordance with school policy if and when appropriate.

Level description

1. Work under the direction of the Leisure Facilities Letting Manager.
2. All duties will be carried out within recognised procedures or guidelines.
3. May include ad hoc duties, which require some initiative.
4. Work according to programme, making day-to-day decisions about own workload, within a clear framework.
5. There will be some need to interpret information or situations and to solve straightforward problems.
6. Problems will be referred to line manager, who will be available for direction and guidance.

Other Information

This outline job description sets out the main duties associated with the purpose of the post it is assumed that other duties of a similar level/nature are not excluded because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy and routines; appropriate training may be given to enable the post holder to undertake this new/varied work.

April 2026