



Bottisham Village College

Achievement through Inspiring, Caring, Enriching

Principal: Mrs Jenny Rankine M.Ed LLCM

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Dear Applicant,

Leisure Assistant – Sports Centre

Thank you for your interest in our vacancy for a Leisure Assistant at Bottisham Village College's Sports Centre. Having recently reopened with a brand new management team with big ambitions, we are now looking to increase our workforce at the Sports centre to improve what we are able to offer to our customers. Whilst we are looking for a full time Leisure Assistant, we are also hoping to find casual staff for the same role – variable hours to suit you over evenings, weekends and public holidays.

In this pack you will find information about the vacancy, including a full job description and person specification, alongside information about our school. To find out more about us as a college, why it's great to work here, and to explore your development opportunities, please visit our website <http://www.bottishamvc.org/college-information/teaching-at-bottisham/>

The closing date for all applications is Midnight, 31 January 2021. Please send your completed application form, together with a letter of application to our HR team hr@bottishamvc.org. Only completed application forms will be considered due to our Safer Recruitment processes - CVs will not be accepted.

I hope that this pack gives you all the information that you need at this stage and we look forward to receiving your application.

Yours sincerely

Jenny Rankine
Principal

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment and undergo appropriate checks. Therefore, all staff in regulated activity will be subject to an enhanced Disclosure and Barring Service check as well as a Barred List check. Certificates of Good Conduct and other checks may be requested if applicable. We value diversity and welcome applications from everyone, including those with protected characteristics under the Equality Act. Flexible working considered.

This post is exempt from the Rehabilitation of Offenders Act. Our policies for Ex-Offenders, GDPR and Recruitment can be found at www.anglianlearning.org





BOTTISHAM SPORTS CENTRE

Bottisham Sports Centre is a local dual-use leisure facility, aiming to provide an inclusive environment where the whole community has the opportunity to participate in a range of activities designed to promote health and well-being.

Bottisham Village College and the Sports Centre has a widely important role in the local community. The Sports Centre's facilities are available to the general public as well as for timetabled Physical Education lessons for the schools and local primaries.

Workout Classes

The Centre runs an all inclusive monthly membership scheme which includes use swim, gym and fitness classes. A variety of fitness classes included as part of the membership include Pilates, HIIT, aqua aerobics & Zumba.

In the Pool

The centre boasts a 25 metre heated swimming pool with a full and varied timetable of both public and private sessions. We offer a range of weekly water based exercise classes, coached lane swimming and family swim sessions. For the family we have inflatable fun sessions in the pool. Our pool is also available for party hire.

Bottisham Sports Centre has a successful and expanding swimming lesson programme with more than 35 group lessons taught throughout the week by our ASA approved instructors. We accommodate any ability from complete beginner all the way up to the advanced performer! The swim school runs for 50 weeks of the year on a Direct Debit system. We also offer private and one-to-one lessons

Fitness Suite

The Fitness Suite incorporates 20 stations of the latest 'Pulse Fitness' equipment including cardiovascular and resistance machines, a warm up/stretch area, and expanding range of free weights. The centre offers Inductions, Personal Programmes and Personal training. We offer a fully inclusive monthly membership which includes swim, gym and fitness classes



Sports Facilities

We offer our Sports Hall for block hirers and casual hire ranging from football, basketball, badminton, netball and indoor tennis. Our Gymnasium is also available for badminton and basketball.

For outdoor sports we have a full size floodlit all-weather 3G pitch complimented by a multi-use games area with three tennis courts and netball courts. The facilities also offer two 11 a side football pitches available for hire.

In addition, we have a dance studio/meeting room, currently used for dance, pilates, spinning and training sessions

Staffing Structure

The Sports Centre Manager oversees the Sports Centre and will be supported by the Assistant Manager, Duty Managers as well as a number of supporting Lifeguards/Leisure Assistants.

The Role

We are looking for Leisure Assistants to join our team as part of a shift rota, providing support to customers using our facilities. Please keep reading for the full job description.

To discuss the role informally, please contact our Sports Centre Manager, Mr Harry Bubb on hbubb@bottishamvc.org. Applications must be submitted on the College's application form. CVs will not be accepted.

Requests for flexibility in working arrangements/patterns will be considered.

Anglian Learning Sports Centre

Job Description

Leisure Attendant

Anglian Learning is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Core Purpose	To assist in the supervision of the Sports Centre customers, providing a friendly and positive experience. To support the safety of swimming pool users and other customers, maintaining safe and efficient facilities through supervision and high standards of cleanliness.
Core Accountabilities	To support on reception as necessary. To lifeguard the swimming pool and its users. To ensure the highest levels of customer services are offered at all times. Undertake planned and incidental cleaning of facilities. To assist in the organisation and running children's birthday parties and holiday activities. To assist in the stocking of vending machines. To erect and dismantle equipment safely as instructed. To deal with minor incidents, accidents and complaints where necessary, reporting more major incidents to the Managers. To be aware of Health and Safety regulations and the Centre's PSOP.
Reporting to	Sports Centre Manager via Assistant Manager and Duty Managers
Liaising with	Sports Centre Manager, Sports Centre Assistant Manager and Duty Managers, Sports Centre staff, School staff, customers.
Salary / Grade	NMW

Key Tasks	
To support on Reception	To politely assist with bookings following Centre procedures, answering the telephone promptly and efficiently. To assist with customer enquiries to ensure their safe and enjoyable participation in activities. To act as an information agent and give guidance to customers and part-time staff members to fulfil the safe and efficient operation of the Centre.

<p>To lifeguard the swimming pool and its users</p>	<p>Lifeguard swimming pool sessions to anticipate and prevent incidents and accidents.</p> <p>To caution swimmers regarding unsafe practices and safety hazards, enforcing and adhering to pool rules and regulations.</p> <p>To undertake or assist in water rescues where necessary.</p> <p>To attend regular lifeguard training sessions as per the Centre's PSOP, ensuring competency is recorded.</p> <p>To be aware of general pool conditions and report any anomalies to the Duty Manager immediately.</p> <p>To check safety equipment and report any defects to the Duty Manager immediately.</p> <p>Ensure poolside is never left unattended whilst a session is in progress.</p>
<p>To ensure the highest levels of customer services are offered at all times</p>	<p>Ensure that the highest levels of customer service are always offered, breathing the ethos of the School and the Centre at all times.</p> <p>To demonstrate positivity, professionalism and the ability to motivate customers, contributing to operating the Centre in a professional and business-like manner in accordance with its aims and objectives.</p>
<p>Undertake planned and incidental cleaning of facilities</p>	<p>To undertake cleaning duties as specified by the Duty Manager and in accordance with the Centre's standards.</p> <p>To support the maintenance of high levels of cleanliness and hygiene throughout the Centre, ensuring it is effectively prepared for customer use.</p>
<p>To organise and run children's birthday parties and holiday activities</p>	<p>To assist in the preparation, organisation and implementation of children's parties and activities, as per prior training, demonstrating motivation, enthusiasm and high levels of customer care.</p> <p>To carry out duties in a manner which ensures the safety of customers during parties and activities, adhering to the Centre's PSOP.</p>
<p>Stock control of vending machines</p>	<p>To assist in the stocking of the Centre's vending machines, including restocking and re-ordering where necessary.</p> <p>To rotate stock as requested or in alignment with training to minimise stock wastage.</p>
<p>To ensure equipment is erected and dismantled safely</p>	<p>To erect, handle and dismantle equipment as per the Centre's PSOP and as instructed.</p> <p>To report any defective equipment to the Duty Manager immediately.</p>
<p>To deal with incidents, accidents and complaints where necessary</p>	<p>To politely respond to customer comments and complaints in a sympathetic manner and effectively to the best of your knowledge and using initiative. Referring more challenging issues to management.</p> <p>To deal with incidents and accidents as per the Centre's PSOP.</p>

<p>To be aware of Health and Safety regulations and the Centre's PSOP</p>	<p>To comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.</p> <p>To carry out the duties in a manner which ensures the Health and Safety of all customers and staff.</p>
<p>Additional duties</p>	<p>To actively promote the Centre and its activities, including designing and maintaining exceptional poster displays.</p> <p>To attend meetings as required.</p> <p>To be an active member of the College community and to support its distinctive ethos.</p> <p>To continue personal development as required.</p> <p>To engage actively in the performance management process.</p> <p>To assist with new ideas and initiatives to move the Centre forward and offer the best possible customer service.</p> <p>To carry out additional duties and responsibilities as requested by the Sports Centre Manager, Assistant Manager or Duty Managers.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.</p> <p>Employees will be expected to comply with any reasonable request from the Sports Centre Manager to undertake work of a similar level that is not specified in this job description.</p>