

Job Description

Post:	Leisure Assistant, Assynt Leisure
Salary:	£8.00 per hour
Hours:	12 – 16 hours
Responsible to:	Assynt Leisure Board through the Centre Manager

Skills and Experience:

1. A good knowledge of Microsoft applications
2. Prior experience of administration or reception, however training will be provided in all aspects of the position.
3. A willingness to undertaking coach training for child/adult activities, supervision of children's activities, hold a PVG (this will be provided).

Job purpose:

- Reception duties including: customer service and operation of the Plus 2 micro cash system, Cash handling and daily/monthly reconciliation.
- Administrative assistance including: general office duties, planning, promotion and marketing of all Assynt Leisure activities or events via social media, website and local distribution.
- Assist with cleaning duties ensuring cleanliness and safety for users.
- Setting up equipment and safe storage of equipment.
- To undertake work based training and to attend courses which would improve the standard of service offered by Assynt Leisure.
- Maintain security of the building and all users following Assynt Leisure's Health and Safety procedures.

Other duties: The post holder may be required to perform duties other than those given in the job description and the particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the post. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this Job Specification from time to time.

Hours of work: Given the nature of the facility the post holder will be expected to work a flexible work pattern, including evenings and weekends as required. The normal working week will be from 12 to 16 hours.

Leave: The post holder will be entitled to annual leave, and statutory and public holidays as set out in the employee's contract of employment. It may be necessary for the post holder to work during a statutory/ public holiday. In that case, a day off in lieu may be taken for every such day worked, at a time to be agreed with the Manager.

