



# The Tiffin Girls' School

Richmond Road Kingston upon Thames Surrey KT2 5PL  
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Headteacher: Ian Keary

## **Job Description: Leisure Assistant**

Hours: to be advised (weekends and evenings on a rota basis)

### **Main purpose of job**

To undertake all tasks related to the effective and efficient operations of the evening and weekend use of the hired facilities.

### **Key Relationships**

#### **1. Line Manager**

External Relations Manager

#### **2. Important Relationships**

- Groups and hirers of our facilities
- Management and staff of The Tiffin Girls' School
- Members of the general public and neighbours
- Sites Team
- Cleaning contractors

### **Main responsibilities / duties of the role**

#### **3. Responsible whilst on duty for**

- Ensure smooth operation of the hired facility
- Liaising with The Tiffin Girls' School caretaking and cleaning staff to provide quality environment for public use
- To be risk aware and ensure that the facility is running safely, compliant with the School's H&S policy.

### **Key tasks**

- a) To welcome all hirers of our school promoting a positive image of the facility and TTGS.
- b) To assist in maintaining the highest standards of cleanliness and hygiene in all areas including keeping the changing rooms clear and checking toilets and shower areas.
- c) To report to the line manager without delay via email any defects or damage to the facilities, taking remedial action where applicable.
- d) To ensure that equipment and apparatus for activities, events and bookings are properly prepared according to established programming and procedures.
- e) To ensure that any equipment and apparatus used by the hirers is returned to its original place, so the facility is ready for school use the next day.

- f) Assist the care taking team to ensure that a high level of security is maintained throughout the building and site at all times.
- g) Ensuring clubs with overlapping multi-sports bookings work together without adversely affecting or interfering with other facility users.
- h) Ensure that all duty checks are carried out during lettings.
- i) To deal with enquiries and complaints from members of the public and refer such matters to the line manager as appropriate.
- j) To be responsible where appropriate, for the clearing of rubbish and lost property at the end of the day.
- k) When required, to assist in the correct and safe operation of all technical equipment within TTGS.
- l) To report to the line manager, without delay via email, all first aid accidents or incidents of items being lost, stolen and damaged, either belonging to the school or members of the public.
- m) To be fully acquainted with the procedures for accident reporting, fire, evacuation of all buildings and the calling of the emergency services.
- n) To work on a rota as directed.
- o) To undertake any other duties as may be required/assigned commensurate with the grade and post.