

JOB DESCRIPTION

Job Title	Leisure Assistant
Responsible to	Ross Chapman
Department	CCSL
Function	Clifton College Sports Ground, Abbots Leigh.
Purpose of job and primary objectives	To act and be responsible for the maintaining of the sports centre and grounds, as well as providing support to centre staff on a shift pattern to include evenings and weekends. The role would be ideal for a student looking to gain experience in the Leisure industry. 10 hours per week to include evenings and weekends as required with the option of overtime where required.
Main Duties	To maintain the presentation of the site to a high standard at all times and to ensure the site is set up for commercial use. To assist in all school requirements, and moving of sports equipment as required. The role will be varied and include bar work, catering assistance, reception duties, first aid provision and regular customer interaction. The role will include working indoors and outdoors.
Supervisory and managerial responsibilities	N/A
Knowledge and skills required	<u>Desirable but not essential:</u> Sports based qualification or studying for one First aid trained Bar experience Food hygiene certificate The job is based in Abbots Leigh so own transport is desirable as this post will require both early and late starts and finishes to include evenings and weekends.
Education	A good level of secondary education with further sport/leisure qualifications desirable.
Salary	Hourly rate based on CC rates.