**SIR JOHN HUNT COMMUNITY SPORTS COLLEGE**

**Title:** Community Assistant

**Post Grading:** Grade B plus 12.03% enhancement

**Annual Hours:** Casual

**Weekly Hours:** Casual

**Working Hours:** Casual

**Weeks per year:** Casual

**Additional Hours**:

**Line Manager:** Operations Manager

**Accountable to:** Business Manager

**Postholder:**

This document outlines the duties required of the post holder for the time being to indicate a level of responsibility. It is not a comprehensive or exclusive list, and from time to time duties may be varied, which do not change the level of responsibility or general character of the job.

Key tasks:

1. To meet and greet all users of the Wood View Learning Community and allow access to both the Sports Hall and the main building.
2. To coordinate with Mitie the opening up and locking procedures of areas required by lets, including making sure all storage areas in the Sports Hall are securely locked before community use and that the Sports Hall is locked down after last community use including lights, toilets and checks on all fire doors.
3. To coordinate the setting up and taking down of any equipment for evening lets.
4. To make sure all areas are fit for use before any community use can take place. If a problem does arise that makes the room unsafe to use, inform Mitie and the lettee and move them to a temporary room if possible.
5. To make sure all areas are returned to their usual state one the community lets have ended.
6. To direct and make sure all users are safely in area of activity/meeting.
7. To record any damage that may have occurred before, during or after community lets.
8. To support with first aid when required and keep records of any incidents.
9. To use additional hours to cover during the College holidays when required on a claim basis if necessary.
10. To support the administrator in accessing the School Hire system to ensure that the appropriate documentation is in place for all users.
11. To undertake any reasonable tasks commensurate with grade when required.

Hydro Pool

1. Act as the first point of contact for all users and liaise with the Mitie team as necessary.
2. Ensure the Hydro pool is safe to use by regularly squeegeeing the area and monitoring the safe use oif the area inline with the user expectations.
3. Support the lettee in meeting their individual Risk Assessment needs.
4. Supporting access to the facility for users at the start and end of each session.

February 2024