

JOB DESCRIPTION

JOB TITLE: Leisure Assistant

REPORTING TO: Assistant FM - Community & Leisure

PURPOSE: To support the Assistant FM - Community & Leisure in the safe and cost effective management of Third Party use of facilities available across all Sheffield Schools Sites

MAIN DUTIES OF THE POSITION *(Not necessarily in order of importance)*

- To ensure all facilities and equipment are presented in a safe and clean condition for use by Third Party users by liaising with other Interserve staff as and when required.
- To collect monies due as required and ensure case reconciliation at all times.
- Liaise with Reception staff so they are aware of who is visiting the office each day.
- To work flexibly as part of a team and cover for colleagues as and when required.
- To take part in training in relation to position.
- To work at all times within Health and Safety legislation and Interserve Company policies and procedures.
- Assist with the development of Third Party with Senior Leisure staff to provide activities/sessions/holiday clubs.
- Maintain an efficient and effective filing system in line with best management practice.

Additional Information

- Rate of pay - £6.31 p/h.
- This is a 16 hour contract between Monday - Friday (plus some weekends) and the hours are 5:45 pm - 10:00 pm with weekends to be confirmed.
- Successful applicants will be required to provide a Enhanced DBS disclosure, expense of which will be met by the employer.
- For further information either contact Sheila McHugh on 0114 2402308 (9:00 am - 4:30 pm) or check www.active8-sheffield.com please send your CV with a covering letter to Interserve, C/O Ecclesfield School, Chapeltown Road, Sheffield, S35 9WD.