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# Job Description

# Job Title Health, Fitness and Leisure (HFL) Assistant

**Location** Henshaws College, Harrogate

**Salary** £8.76 per hour /£16,854.24 per annum

**Hours per Week** 37 hours per week (to be worked flexibly) over 7 days

**Working weeks** 52

**Reports to** Sports & Fitness Centre Manager/ Facilities Manager

**DBS Check** Enhanced Check with child barring list and adult barring list

**Job Summary**

Henshaws Specialist College offers further education to young people with physical disabilities, learning difficulties and complex health needs. The College site boasts a fully accessible leisure centre with fully enabled gym, sports hall hydro- and swimming pool. The leisure centre team share the facility with a team of physio and occupational therapists

To assist the Sports & Fitness Centre Managers in the effective running of the Sports & Fitness Centre and to help ensure that all areas are maintained to a high standard and meet all health and safety requirements. The role will require a combination of administrative and customer focused skills and will include providing sport and fitness advice for all users of the Centre, along with a willingness to work flexibly in order to accommodate student needs and income generation opportunities.

**Main Responsibilities**

* To support and assist the Sports & Fitness Centre Manager in any area of the Centre as required (gym/ sports hall/ swimming/ hydrotherapy pools)
* Assist the Sports & Fitness Centre team in the delivery of student activities and physio programs under the supervision of the Sports & Fitness Centre Manager
* To hold a recognised valid lifeguarding qualification, or be willing to undertake training in order to achieve qualification within 2 months of start date
* To hold a valid Pool Plant Operators Certificate, or be willing to work towards achieving this as soon as possible after commencement of employment
* Pro actively assist and support income generation opportunities
* Ensure all gym equipment is kept clean and well maintained
* Carry out all necessary safety checks of equipment
* Log and report any maintenance requirements to the Centre Manager
* Ensure that all records required are kept up to date
* Provide a welcoming and safe environment to all users of the Centre
* Assist all students in any way which promotes and enables their development and independence and help them to set and achieve personal goals
* Participate in meetings as required

**General**

* Attend all Henshaws mandatory and compulsory training sessions, taking responsibility to ensure training is up to date at all times.
* Take responsibility for your own personal and professional development, including CPD where appropriate.
* Facilitate training and knowledge sharing across Henshaws Society, and other providers where appropriate.
* Adhere to and support others to uphold Henshaws Values: Inspiring, Proactive, Sharing, Compassionate, Empowering, Informed
* Offer a flexible approach to working hours to meet the needs of the organisation.
* Represent Henshaws in professional manner at all times, contributing to fundraising, marketing and recruitment activities for Henshaws Society as required.
* The employee may on occasions be called upon to undertake work in other locations in order to ensure obligations to students, service users and third parties are fulfilled.
* Comply with Henshaws Health & Safety requirements and be aware of and adhere to current Henshaws policies and procedures
* Any other duty as required by the line manager commensurate with the post.

In order to be shortlisted you must demonstrate that you meet all the essential criteria and as many of the desirable criteria as possible. Where we have a large number of applications that meet all of the essential criteria, we will then use the
desirable criteria to produce the shortlist.

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| **2ticklogo** | All disabled candidates who meet the minimum essential criteria will be included on the shortlist. |

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|  | **Criteria** | **Essential or Desirable** | **How Assessed?** |
| **Skills and Experience** | Experience of working with students with visual impairments, learning difficulties and/or other disabilities | Desirable | Application form/Interview |
| Experience of working in further education environment | Desirable | Application form/Interview |
| Experience of working in a sports centre | Essential | Application form/Interview |
| Experience of providing sports and fitness advice  | Essential | Application form/Interview |
| Experience of planning or delivering activity sessions for children or adults | Desirable | Application form/Interview |
| Excellent communication and customer service skills | Essential | Application form/Interview |
| Excellent organisational skills with a proactive approach to problem solving  | Essential | Application form/Interview |
| Experience of working as an effective member of a team | Essential | Application form/Interview |
| Ability to work flexibly to meet the needs and requirements of the Centre | Essential  | Interview |
| IT literate with a working knowledge of MS office  | Essential | Application form/Interview |
| **General & Specialist Knowledge** | Knowledge and understanding of the sports and leisure industry  | Essential | Application form/Interview |
| Health and safety legislative requirements for a Sports Centre  | Desirable | Application form/Interview |
| Understanding of use of sports and fitness programmes  | Desirable | Application form/Interview |
| **Education & Training** | Level 2 qualification in Maths and English (i.e. GCSE grade A\*-C) | Essential | Certificate |
| Minimum Level 2 gym qualification | Essential | Certificate |
| Qualification or a willingness to work towards National Pool Plant Operators Certificate and Lifeguard qualification | Essential | Application form/Interview/Certificate |
| **Special Requirements** | Commitment to the aims and mission of Henshaws Society  | Essential | Interview |
| Enthusiasm to work with young people to encourage learning and independence | Essential | Interview |

**Henshaws will make every endeavor to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability**

**Henshaws is committed to safeguarding vulnerable adults and children. The post holder may be required to complete an enhanced DBS disclosure check including barring lists for Adult and/or child barring services.**

**Henshaws is committed positively welcomes applications from all sections of the community**