

Aspire Job Description

- Promote and maintain high standards of presentation and cleanliness within the centre.
- Carry out general administrative duties including correspondence and to complete any required records including those relating to staffing operation, delivery of goods, accident/incident reporting, time sheets, stock checks, pool water tests, maintenance of plant and stock control.

Management of Staff and Contractors

- Carry out duties of other members of staff as required, e.g. cover for breaks, emergency cover, supervision of activities, coaching etc.
- Attend meetings, undertake projects/tasks and assist in the preparation of reports as required by the senior management team.

Qualifications:

Essential:

- GCSE Grades A-C

Desirable:

- Leisure Management Qualification
- National Pool Lifeguard Qualification
- First Aid at Work

Experience & Knowledge:

Essential:

- Experience at a supervisory level as a minimum
- Excellent communication skills
- High customer service levels
- Competent with Microsoft office packages
- Self-motivated and committed
- A 'can do' approach and a true team player
- Good numeracy and literacy skills

Desirable:

- Experience of working within a leisure environment
- Good numeracy and literary skills
- Self-motivated, self-assured with attention to detail

Skills:

- Communicates clearly and uses effective methods to deliver the message.
- Works effectively with others and maintains constructive relationships within the team, across the business and externally
- Commits to putting customers first and delivers high quality service that meets or exceeds expectations of both internal and external customers.
- The Commitment to safety first- Always and the drive for continual improvement in this area.
- Understands the right level of quality delivered to enhance customer satisfaction
- Understands how ADSL operates and the impact that actions and decisions have on the business.
- Embraces change; seeks improvement in working practices and challenges the status quo for the benefit of the business

Aspire Job Description

- Understands that ADSL has budgets and their importance for management
- Understands goals and standards expected of self, following ADSL's values

Date: 15 August 2017