

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Leisure Assistant

Classification: Sport & Fitness

Ref: 13,060

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working within a leisure centre.

Key Tasks: Students must be prepared to do quite a lot of observation/shadowing of trained staff, then after training and under supervision they may be able to assist with simple tasks around the centre such as setting up for schools, parties and matches. Assisting with the soft play area. Student will assist with day to day running of a purpose built centre. Other key areas include sports development. Tasks may include planning future events, preparing equipment for activities, entering information on to the database and assisting with coaching sessions.

Requirements: Student must have a genuine interest in sport and sports development. Good communication skills and the ability to deal with different people and situations. Must be computer literate and have good organisational ability. A good sense of humour is an advantage.

Clothing: Student should wear a track suit and trainers.

Working Hours: Days to be discussed at interview if not a full week. 9 am - 5pm but some evening sessions may be possible depending on the work load at the time of placement. (Max 37 hours per week).

Meal Breaks: 1 hour for lunch. Packed lunch advised but drinks and snacks are available or student may leave the site if preferred.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

PERSONAL PROTECTIVE EQUIPMENT:- LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.LIFTING & MANUAL HANDLING:-Student will be shown safe manual handling.EQUIPMENT & MACHINERY, CHEMICALS & FLAMMABLE MATERIALS:-Student will not come into contact with hazardous machinery or dangerous chemicals.PERSONAL PROTECTIVE EQUIPMENT:-Student must wear personal protective equipment if advised when coaching.SLIPS, TRIPS & FALLS:-Student will not be required to work at heights on this job.CHILD PROTECTION ISSUES:-Student may be transported to and from coaching assignments by a member of staff (all have been police checked.)COMPUTERS & WORK STATION:-Regular breaks from computer screens are required during prolonged use.WORKPLACE SPECIFIC HAZARDS:-Care to be taken on stairs in the clubhouse.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: L