JOB DESCRIPTION

Department: Active lifestyle & sport
Post Title: Sports Centre Assistant
Grade: Grade 2
Reports to: Duty Officer

This position is part of the Active lifestyle & sport team, which is collectively responsible for the effective delivery of a range of physical activity services across campus to enhance the student, staff and visitor experience. The role holder will support the daily operations of the campus sports facilities including the indoor facilities and outdoor facilities.

The main responsibilities of the post are:

- Provide excellent customer service throughout all Royal Holloway sport facilities.
- Ensure sports facilities are presentable, maintained and clean at all times.
- Assist in the delivery and recording of core services, including facilitating activity and preparing equipment.
- Undertake all tasks in line with college health & safety guidelines.
- Complete all operational tasks associated with the shift allocated
- Following first aid protocols where needed
- Any other duties as required by the line manager or Head of Department that are commensurate with the grade.
- As the needs of the College change so the above job profile, duties and location of the role within the Faculty of the College will be adjusted accordingly.

As the needs of the College change so the above job profile, duties and location of the role within the department of the College will be adjusted accordingly.