

EGGBUCKLAND COMMUNITY COLLEGE

JOB DESCRIPTION

Job title: Activate Assistant (Weekends)

Hours: 7.75 per weekend, all year round

Core working hours: Saturdays 8.45am to 2pm

Sundays 8.45am to 11.15am

The Activate programme runs from 4.30pm-10pm weekdays and various hours at weekends – additional hours may be required to cover staff absence, holidays and extra facility hire.

Hourly Rate: £8.91 per hour (or NMW if under 23)

Responsible to: Activate Co-ordinator

The following is only an outline of the duties and responsibilities of the post, which may change. This job description may be altered from time to time following consultation with the post holder in line with the changing needs of the College. This job description will be reviewed at least every two years. In all its activities the College follows a policy of continuous improvement.

The main duties of the post are as follows. In all its activities, the post holder will not attempt to carry out tasks beyond his/her competence and/or training.

The post-holder will:

1. Assist the Activate Co-ordinator in the co-ordination of the Activate programme to ensure cohesion and effectiveness of service delivery.
2. Undertake appropriate administrative duties to support the Activate programme.
3. Re-direct all enquires for Activate activities and bookings to the Activate Co-ordinator.
5. Carry out various cleaning and sanitisation duties in accordance with COVID19 guidelines, as well as switching off lights, checking windows are shut and reporting damages (checklist to be provided).
6. Liaise with College caretaker/s for any emergencies and checks as lone workers.
7. Co-ordinate any emergency evacuation of lettings.
8. Undertake food hygiene and other training as deemed necessary for the role.
9. Be responsible for facilitating sports equipment and activities during Activate classes. Make sure equipment and sport areas are safe and follow health and safety guidelines facilities arranging rooms and ensuring facilities are kept clean & tidy and ready for the next booking and users follow the Trust COVID procedural policy.

10. Be responsible for the locking of all sports facilities at the end of the evening and a key holder.
11. Providing tea/coffee facilities and cleaning/tidying the kitchen area, as deemed necessary.
12. Be responsible for promoting and safeguarding the welfare of young people s/he is responsible for, or comes into contact with.

These duties and responsibilities should be regarded as neither exhaustive nor exclusive as the post holder may be required to undertake tasks of a similar nature within the capacity of the post holder, as requested, from time to time.