



Job Description

This job description has been designed to indicate the general nature and level of work required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list, and the line manager may vary duties from time to time which do not change the general character of the job, or the level of responsibility entailed.

Post Details	
Job Title	Casual Leisure Assistant
Service	Resources and Assets
Team	Commercialisation & Finance Support
Location	Dinton Activity Centre /California Country Park & Local Leisure Centres
Reports to	Activity Centre Team Leader
Responsible for	None
Grade	Grade 2 - NL03 / £12.85/hr plus holiday pay
Contract Type	Zero Hours - Casual

Main Accountabilities	
1.	Daily running of the Dinton Activity Centre, predominantly the boat hire operation, under the supervision of lead instructors.
2.	Ensuring the smooth daily operation of the paddling pool: Completing pool opening, operating and closing procedures, cleaning regimes such as netting the pool for debris, backwashing, vacuuming and filter clearing. Checking water levels and quality.
3.	Assist with the running of the Dinton Explorers programme at the local leisure centres.
4.	Practical tasks such as cleaning of equipment, sweeping, weeding, painting and putting up temporary signage as required. Instructions will be given for each task.

Person Specification	Essential	Desirable
Education/Qualifications	First Aid (training available) Safeguarding training (training given)	A relevant qualification in the field of outdoor conservation, water sports or leisure industry. Powerboat level 2





<p>Experience</p>	<p>Previous experience in outdoor activities – professionally or personally.</p> <p>Experience of working in the outdoors.</p> <p>Experience of customer service.</p>	<p>Water-based and land-based activities.</p> <p>Experience of working with children.</p> <p>Formal qualifications in relevant field.</p>
<p>Skills/Knowledge</p>	<p>Good communication</p> <p>Good teamwork.</p> <p>Adaptability.</p> <p>Ability to work with groups of all ages and abilities.</p> <p>Ability to follow instructions.</p> <p>Ability to work to safe operating procedures.</p> <p>Good record keeping.</p>	<p>Familiar with Wokingham Borough area.</p> <p>Awareness of Health & Safety issues.</p>

Purpose Details

<p>Role Purpose</p>	<p>To support the delivery of outdoor seasonal leisure activities at Dinton Pastures, California Country Parks and across our Countryside sites.</p> <p>Main tasks will include hiring of watercraft, maintaining and recording water quality of the paddling pool, litter picking, data recording and maintaining health & safety standards. The successful candidate will be introduced to our comprehensive training programme to accelerate your opportunities for personal development into a fully qualified and experienced instructor. It is essential that you are confident working in and around water and with the public.</p>
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Supervision and Relationships

<p>Supervision Received</p>	<p>Reports to Duty Senior Instructor and Activity Centre Team Leaders</p>
<p>Supervision Given</p>	<p>Supervision of the safety of members of the public using service facilities.</p>
<p>Contacts</p>	<p>Collaboration and Communication with centre management and the WBC countryside service.</p>





Resources/Budget Management

No budget responsibility

Special Requirements

Working near water, Equipment health and safety checks, outdoor working on all weathers, first aider, ability to work regular weekends and holidays including bank holidays, addressing customer issues, Able to work at different sites/locations.

DBS check required, 0 hours casual agreement.

Occupational Health Risk Assessment	Details
Skin/Respiratory Sensitisers	Y
Working at Height	N
Exposure to Noise (>80-85dB)	N
Confined Spaces	N
Frequent Display Screen Equipment Use	N
Driving for Work	N
Hand Arm Vibration	Y
Lone Working	N
Healthcare/Social Contact with Patients	N
Blood Borne Viruses Exposure	N
Food Handling	N
Working with Animals	N
Specialised Medical Screening	N
Night Working	N
Safety Critical Work	Y





Nature of the Role	Details
Healthcare or Hospital Work	Y
Working with Children (under 18)	Y
Working with Elderly/Vulnerable Adults	Y
Work Environment Details	Paddling Pool, lakeside or leisure centres.

Role Involvement	Details
Working with Children	Y
Working with Vulnerable Adults	N
Providing Care/Supervision for Children	Y
Providing Care/Supervision for Vulnerable Adults	N

Disclosure and Barring Service (DBS)	Details
DBS Requirement	Enhanced DBS
Eligibility Tool	Find out which DBS check is right for your employee - GOV.UK (Find out which DBS check is right for your employee - GOV.UK)

Re-checks
Annual re-induction weekend each year in March/April to prove ongoing competency and allow for staff training.

Evaluation Declaration	
Date of Evaluation:	18/05/2026
Evaluated by:	Mike Bennett, Activities Manager

