

## Leisure Assistant / Lifeguard

### Job Description & Person Specification

<b>Contract Type:</b>	Permanent
<b>Hours:</b>	Full time 37 hours, pattern to be confirmed between 06.45 and 18.00 Monday to Friday, with possible future rota cover on a Saturday.
<b>Full Time Salary:</b>	From <b>£25,183 – £25,99 (37 hours)</b>
<b>DBS Disclosure Level:</b>	Enhanced
<b>Role Purpose:</b>	<p>The Leisure Assistant / Lifeguard is responsible for assisting all visitors to the Leisure facilities on site, undertaking lifeguard duties for the pool, cleaning and completing tests and records in line with legislation and safety standards. This role is key to ensuring that we can provide high-quality experiences for both school and external users, so they can relax and have fun in a safe well-maintained environment.</p> <p>You will support the smooth running of school activities during term-times, ensuring that swimming lessons and co-curricular programs are delivered as a priority while preparing the facilities for community and commercial use outside school hours.</p>
<b>Key Responsibilities:</b>	<p><u>Lifeguard duties</u></p> <ul style="list-style-type: none"> <li>• Maintain constant supervision of pool users and ensure safety at all times.</li> <li>• Perform rescues and administer first aid/CPR as required.</li> <li>• Communicate with children and customers effectively, dealing with enquiries and providing a first-class service.</li> <li>• Oversee the general safety and monitor behaviour of children and customers to prevent injury, misuse and damage to facilities or unsocial conduct</li> </ul> <p><u>School Use</u></p> <ul style="list-style-type: none"> <li>• Ensure the facilities are set up and available for school use between 09.20 and 14.50 Monday to Friday during term time.</li> <li>• Liaise with the Leisure Supervisor to ensure that swimming lessons and cocurricular activities can be delivered as a priority.</li> <li>• In the absence of the Leisure Supervisor to liaise with the schools Specialist PE Teacher to ensure appropriate and effective use of facilities to enhance the current PE provision.</li> </ul> <p><u>Health &amp; Safety Compliance</u></p> <ul style="list-style-type: none"> <li>• Correctly follow all company procedures when processing incidents and accidents (reporting).</li> <li>• In liaison with the Leisure Supervisor, to complete pool records, in line with HSG179 Health and safety in swimming pools.</li> </ul>

- Report all incidents to the relevant manager.
- Manage the pool plant to ensure appropriate dosing of the pool to maintain water quality and have a thorough understanding of COSHH regulations.
- Perform water tests and plant room tasks as required and report any readings outside the normal levels.
- To report any safety hazards/unsafe practices in and around the building.
- Understand and adhere to the fire evacuation procedures for the Leisure area, ensuring arrangements are in place for an orderly and safe evacuation.
- To maintain high standards of health and safety at all times.

#### Facility Operations and Maintenance

- Work on a shift basis with other leisure staff to be responsible for the day-to-day management/operations of the swimming pool.
- Ensure that the site and premises are effectively prepared for Community use activities and that such activities are undertaken safely, in accordance with company processes.
- Maintain excellent hygiene standards on poolside by undertaking a systematic cleaning schedule to ensure the upkeep of all pool equipment and facilities, pool chairs, showers and other rooms.
- Undertake emergency and other cleaning duties which may occur during Community use activities e.g., cleaning up hazardous substances, broken glass etc.
- To carry out in-house testing/checks and ensure they are logged and recorded in-line with processes.
- Assist in securing the site premises at the end of community use sessions.

#### Commercial and Community Engagement

- Liaise with the full range of Community users, responding to their needs during their use of the company's facilities.
- In the absence of the Leisure Supervisor to administer leisure membership through the Company's preferred online platform.
- Support any private/corporate hires and site planned event.

#### Event and Equipment Management

- Set up furniture and equipment for community events, sports and lettings activities and to support in the preparation of company events when required.
- Use all equipment in a safe manner, assist in safety audits of the premises and contribute to relevant risk assessment activity,

	<p>particularly related to Leisure Facilities, Sports equipment and other areas used by Community users.</p> <ul style="list-style-type: none"> <li>• Undertake portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the site.</li> <li>• In liaison with the Leisure Supervisor, monitor stock levels and equipment and place orders with external suppliers as appropriate.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• Undertake appropriate training and professional development as discussed with your line manager.</li> <li>• To be responsible for maintaining records, information, and data, in line with company systems</li> </ul> <p>The following duties are ones which all staff are required to perform:</p> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact;</li> <li>• Observe health and safety procedures and work safely at all times;</li> <li>• To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;</li> <li>• Undertake any other duties as required by your manager to meet the changing needs and demands of the Company.</li> <li>• Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.</li> </ul>
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**This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.**

**This job description is provided to assist the post holder to know their principal duties.**

**PERSON SPECIFICATION – Leisure Assistant / Lifeguard**

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. Demonstrate knowledge of lifeguard safety skills, aquatic event management and water safety (a valid National Pool Lifeguard Qualification (NPLQ / RLSS UK).	E
	2. Recent experience as a Lifeguard.	E
	3. First Aid at Work qualification.	D
	4. Pool Plant Operator licence, or willing to be trained.	D
	5. Experience of working in a sports centre / leisure. Environment.	E
	6. Level 2 or above Personal/ Fitness Training qualification.	D
	7. Health and Safety training (COSHH, manual handling, etc.).	D
Skills & Knowledge	8. Knowledge of a range of Sports and Leisure activities with experience of working with a range of Community organisations.	E
	9. Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.	E
	10. Excellent observation skills.	E
	11. Knowledge of moving and handling procedures and an ability to carry out tasks regarding Health and Safety procedures.	E
	12. An ability to undertake all the physical aspects of the job and to use relevant equipment.	E
	13. Ability to relate well to children and adults within a school environment.	E
	14. Ability to work as part of a diverse team.	E
	15. Able to promote the safeguarding and welfare of children and young people across the Company.	E
Personal Attributes	16. Calm and professional under pressure.	E
	17. Ability to inspire confidence and trust in others.	E
	18. Promoting the ethos and values of the Company to all stakeholders.	E
	19. Commitment to maintaining confidentiality.	
	20. Commitment to safeguarding and equality.	E
	21. Pro-active, enthusiastic, resilient, and positive with an open mind to change.	E