**JOB DESCRIPTION**

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| **Job Title** | **LIFEGUARD – TURTON SPORTS CENTRE CASUAL HOURS** |
| **Grade** | GRADE C SCP 4 |
| **Hours of Work** | Hours of work will depend on lifeguarding requirements but will generally be weekday evenings from 4.00pm onwards and between 9.00am and 6.30pm at the weekend. |
| **Purpose of the Role** | To provide a high standard of lifeguard cover for a range of pool sessions including swimming lessons, public swim sessions and swimming pool parties. |
| **Responsible to** | Community Manager |
| **Responsible for** | All those participating in sessions within the swimming pool. |

**MAIN DUTIES AND RESPONSIBILITIES**

1. To supervise a variety of swimming pool sessions ensuring the safety and welfare of all bathers is maintained at all times.
2. Take any necessary action required to ensure the safety of all pool users including rescues from the water when required and the provison of first aid.
3. Ensure that the sports centre accident and incident reporting procedures are followed at all times.
4. Effectively communicate with other lifeguards and all those using the pool to ensure that all pool procedures as detailed in the Pool Normal Operating Procedures and Pool Emergency Action Plan are strictly adhered to.
5. Provide a high standard of customer service to all pool users.
6. Set up a variety of pool sessions as required including equipment such as the large pool inflatable and ensure that risk assessments for each pool activity are adhered to at all times.
7. Carry out health & safety checks of the pool area and poolside equipment when required and ensure that any defects are immediately reported to the Community Mananger or Duty Supervisor.
8. Attend monthly lifeguard training sessions and ensure that lifeguarding skills and knowledge are maintained at all times.
9. A lifeguard uniform will be provided and this is to be worn at all times when lifeguarding within the sports centre

1. To report any health and safety concerns identified to the Community Manager.

**Additional Duties and Responsibilities**

1. To set a high standard of personal conduct and commitment to customer service at all times
2. To comply with all of the schools procedures and policies.
3. Be willing to undertake any training relevant to the job role.

Prepared by:

Dan Overend

Community Manager

05/07/2019

**PERSON SPECIFICATION**

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| **Department** | **Turton sports Centre** |
| **Job Title** | **CASUAL LIFEGUARD** |

| **EDUCATION & QUALIFICATIONS (all tested at Application Stage 1)** | **E = Essential**  **D = Desirable** |
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| * National Pool Lifeguard Qualification (NPLQ) | E |
| * Current First Aid Certificate. | E |
| **EXPERIENCE RELEVANT TO THE JOB (all tested at Application and Interview Stage 1)** |  |
| * Experience in lifeguarding a variety of pool sessions. | D |
| * Willingness to undertake training appropriate to role. | E |
| * Experience in providing a high standard of customer care. | E |
| * Awareness of health and safety procedures in a swimming pool environment. | E |
| **ABILITIES & SKILLS (all tested at Application and Interview Stage 1)** |  |
| * Excellent level of verbal communication skills | E |
| * Good standard of numeracy and literacy skills. | E |
| * Good organisational skills | E |
| * Excellent interpersonal skills, demonstrated by friendly, outgoing manner. | E |
| * Ability to work effectively with both adults and children. | E |
| * Mature judgement | E |
| * Personal confidence and experience in ability to deal and respond appropriately to a variety of customer demands and abilities. | E |
| * Ability to work as part of a team |  |
| * Ability to provide a customer orientated service. | E |
| * High standards of personal presentation and appearance. | E |
| * Skill and ability to develop creative positive solutions. | E |
| * Flexible approach to working hours. | E |
| * Awareness of school demands and priorities. | D |
| * Willingness to support development of school initiatives. | E |
| * Attention to detail and able to organise and maintain accurate records. | E |
| * Resilient approach to tasks. | D |
| **KNOWLEDGE & AWARENESS (all tested at Application and Interview Stage** |  |
| * An affinity those participating in swimming pool activities and an understanding of the needs of session participants. | E |
| * To have an understanding of child protection and safeguarding principles. | E |
| * Working knowledge of equal opportunities. | E |
| * Working knowledge of customer care. | E |
| * Working knowledge of Health and Safety policies, safe working practice and procedures. | E |

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| **ORGANISATIONAL COMPETENCIES** | |
| **Valuing Diversity**  To accept everyone has a right to their distinct identity. To treat everyone with dignity and respect and to ensure that what all our customers tell us is valued by reporting it back into the organisation. To be responsible for promoting and participating in the achievement of the school’s diversity and inclusion policy. | |
| **Caring for Customers**  To provide quality support for teaching and learning. To give parents, families and the community the opportunity to comment or complain if they need to. To work with the school community and do what needs to be done to meet their needs. To inform your manager about what the school community say in relation to the sports centre. | |
| **Developing Yourself and Supporting Others**  To make every effort to access development opportunities and ensure you spend time with your manager identifying your development needs through your professional development plan. To be ready to share learning with others. | |
| **Health and Safety**  To operate safely within the workplace with regard to Health and Safety legislation. | |
| **Confidentiality**  An acknowledgement of the need to maintain confidentiality at all times and to become aware of the National, Council and school policies on Confidentiality, and the management and sharing of information. | |
| **Energy Efficiency**  To promote energy efficiency throughout the workplace and within own area of activity. | |
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| **Date Person Specification prepared/updated** | July 2019 | |
| Note to Applicants**:  Please try to show in your application form, how best you meet these requirements** | | |