

Lifeguard/Leisure Assistant
Job Description & Person Specification

Contract Type:	Permanent
Hours:	Part time (flexible hours available)
Full Time Salary:	Range from £22,183 – £24,294 (full time, 37 hours)
DBS Disclosure Level:	Enhanced
Role Purpose:	Our leisure assistant / lifeguards are 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 the quality facilities that our customers expect, so they can relax and have fun in a safe well-maintained environment. To assist in other areas of the site supporting the school and estates teams.
Key Responsibilities:	<ul style="list-style-type: none"> • Undertake continuous swimming pool surveillance, recovery of bathers, resuscitation, first aid and general assistance in accordance with agreed procedures • Communicate with children and customers effectively, dealing with enquiries and providing a first-class service. • Oversee the general safety and monitor behaviour of children and customers to prevent injury, misuse and damage to facilities or unsocial conduct • Maintain excellent hygiene standards on poolside by undertaking a systematic cleaning schedule • Perform water tests as required and report any readings outside the normal levels • To 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 • To liaise with the full range of Community users, responding to their needs during their use of the company's facilities • To set up furniture and equipment for community events, sports and lettings activities and to support in the preparation of company events when required • To use all equipment in a safe manner, assist in safety audits of the premises and contribute to relevant risk assessment activity, particularly related to Sports Facilities, Sports Equipment and other areas used by Community users • To assist the finalising for the 'lockdown' of the school site and securing the site premises at the end of Community use sessions • To report any safety hazards/unsafe practices in and around the building • To maintain high standards of health and safety at all times • To carry out regular grounds maintenance and cleaning duties, including collecting litter, emptying external waste bins, and

	<p>ensuring safe access is maintained on the site in periods of severe weather conditions</p> <ul style="list-style-type: none"> • 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 • To undertake portering duties within and outside the building location making arrangements where necessary for the movement of heavy furniture within the site • To monitor stock levels and equipment and place orders with external suppliers as appropriate • To be responsible for maintaining records, information, and data, in line with company systems • To support the implementation of the plan of programmed maintenance and monitor the performance of contracts ensuring records are kept in line with specified standards • To assist with general administration, estates or student support duties depending on the skill set of the individual post holder <p>The following duties are ones which all staff are required to perform:</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Observe health and safety procedures and work safely at all times; • To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role; • Undertake any other duties as required by your manager to meet the changing needs and demands of the Company. • Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.
--	---

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/Leisure Assistant

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. A current NPLQ (or similar) qualification	E/D
	2. Recent experience as a Lifeguard	E
	3. Numeracy and literacy skills with an ability to keep accurate records.	E
	4. Current, valid Driving Licence	E
Skills & Knowledge	5. Knowledge of a range of Sports and Leisure activities with experience of working with a range of Community Organisations.	E
	6. Willingness to gain awareness of COSHH regulations, applying knowledge gained as appropriate.	E
	7. Knowledge of moving and handling procedures and an ability to carry out tasks regarding Health and Safety procedures.	E
	8. An ability to undertake all the physical aspects of the job and to use relevant equipment.	E
	9. Ability to relate well to children and adults within a school environment.	E
	10. Ability to work as part of a diverse team.	E
	11. Able to promote the safeguarding and welfare of children and young people across the Company	E
Personal Attributes	12. Calm and professional under pressure	E
	13. Ability to inspire confidence and trust in others	E
	14. Ability to influence others’ practice positively	E
	15. Promoting the ethos and values of the Company to all stakeholders	E
	16. Commitment to maintaining confidentiality	E
	17. Commitment to safeguarding and equality	E
	18. Pro-active, enthusiastic, resilient, and positive with an open mind to change	E