

## **Job Description and Person Specification**

### **Job details**

Job title: Casual Generic Leisure Assistant

Grade: NNCBAND01 - £12.85 per hour.

Reports to: Duty Manager

Responsible for: N/A

Directorate and Service area: Housing & Communities – North Northants Leisure

### **Purpose of the job**

To undertake a range of duties throughout the Council's Leisure Facilities in both internal and external areas.

(Leisure Facilities and roles may include (the list is not exhaustive) International Pool, Lodge Park Sports Centre, Golf Course, Personal Training, Splat, SHAPE Dance, Cheerleading, Sports & Play Development, Hazelwood, West Glebe Park, special events.

### **Principal responsibilities**

1. Undertake daily and associated duties as specified in the Normal Operating Procedures and Emergency Action Plans within the service area and associated facilities.
2. Ensure an excellent standard of customer care is implemented and maintained in line with the Customer Care Policy and Customer Service Standards.
3. Assist in the operation of Leisure Services which may include: Gyms, Studios, Sports areas, Community Facilities, delivery of Activity Sessions, Pool, Health Suite, Plant Room, Special events, Community Centres, Golf Course, Bar & Catering services.
4. Operate mechanical equipment within a facility e.g. moveable floor, booms, diving boards, tractor etc in accordance with operational procedures and programme requirements. Assist with the assembling and dismantling of equipment for all sporting and special events.
5. Ensure that the Health & Safety of themselves and all others affected by their work is a priority and H&S procedures and policies are strictly followed and adhered to.
6. To assist Head Coaches to deliver sport and physical activity sessions including supporting with completion of registers and associated paperwork, taking of session fees, and providing safe and fun sessions.
7. Cover a range of duties as required and as appropriate, i.e. reception, shops, café sales, taking bookings, cash handling, park and golf course maintenance, assisting

- coaching, catering, crèche, stewarding, Park Ranger, Walk Leader, dance, supporting the day to day operational function of the service.
8. Carry out all cleaning tasks, both internal and external as per the facilities cleaning procedures and quality standards.
  9. Ensure the general safety and behaviour of the public to prevent injury, misuse and damage to equipment.
  10. Conduct routine checks of all areas, including changing rooms, toilets, function areas, gyms, studios, sports areas and external courts and areas etc and then report damage as per operating procedures.
  11. Record accidents and maintain other records relevant to the Facilities as required by the Facility Manager or Duty Manager.
  12. Positively promote the facilities and the service through membership sales, leaflets, displays, general daily duties and any such promotional activities.
  13. To undertake stock replenishment as required and Sell refreshments and shop stock as required.
  14. Take delivery of supplies, cleaning materials, equipment etc storing appropriately.

### **General responsibilities applicable to all jobs**

1. Demonstrate awareness/understanding of equal opportunities and other people's behavioural, physical, social and welfare needs.
2. Comply with the Council's policies and procedures including (but not limited to) safeguarding, financial regulations, promotion of equalities, customer care, agreed audit actions and health and safety (ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons).
3. Carry out any other duties which fall within the broad spirit, scope and purpose of this job description and which are commensurate with the grade of the post.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

## **Special features of the post**

### **Additional Pool Duties**

1. Undertake a range of duties in both wet and dry areas.
2. Undertake lifeguarding, once qualified and associated duties as specified in the Normal Operating Procedures and Emergency Action Plans.
3. Once trained, complete water tests in accordance with the Plant Room Operational Procedures
4. Conduct swimming lesson instructions once qualification has been achieved

## **Specific Responsibilities (Scale 2 Spinal point 12)**

The post holder must attend all relevant training related to facility operation and specific lifeguarding skills

Advancement to Scale 2 pay is subject to achieving: -

- Stand In Duty Manager training
- First Aid at Work
- Introduction to Pool Plant (In house training)
- ISRM Health & Safety Management (Competent Person) – LPSC
- Wright Foundation Activity Referral Qualification or equivalent – LPSC
- 2 Sports coaching qualifications - LPSC

### **Miscellaneous**

When qualified to deliver Swimming lessons, Personal Training sessions, Sports Coaching sessions at level 2 and Group Exercise classes, the relevant teaching/rate of pay supplement will apply.

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This post may requires satisfactory clearance of a Disclosure and Barring Service disclosure.

**If there are any other special features of the job that need to be in the job description, please indicate them here.**

The post includes evening and weekend working which is inclusive of the pay grade.  
The post holder may be required to work at a variety facility within Corby Borough

There may be occasions at some sites when the post holder will be lone working – Risk Assessment has been undertaken

## Person Specification

Attributes	Essential criteria	Desirable criteria
Education, Qualifications and Training	<ul style="list-style-type: none"> <li>- Good standard of Education (Maths and English)</li> </ul>	<ul style="list-style-type: none"> <li>- NVQ level 2 in Sports Studies or equivalent</li> <li>- Fitness Instructor Qualification or Group Exercise qualification</li> <li>- RLSS National Pool Lifeguard Qualification (NPLQ) (essential for working at the Swimming Pool)</li> <li>- A First Aid Certificate</li> <li>- Sports Coaching Qualifications</li> <li>- ASA Assistant Teachers Qualification</li> <li>- Basic Food Hygiene Certificate</li> </ul>
Experience and Knowledge		<ul style="list-style-type: none"> <li>- Experience of Dealing with the public.</li> <li>- Experience of working with children and young people</li> <li>- Knowledge of Health and Safety.</li> <li>- Cash handling experience.</li> <li>- Experience of tap/ballet and modern dance</li> <li>- Knowledge of cleaning.</li> </ul>
Ability and Skills	<ul style="list-style-type: none"> <li>- The post holder must possess excellent customer care skills, be always courteous as well as being flexible, positive and enthusiastic in their approach to the required duties.</li> <li>- Good interpersonal and organisational skills</li> <li>- Good Communication skills, able to work on own initiative.</li> </ul>	

Attributes	Essential criteria	Desirable criteria
Equal Opportunities	<ul style="list-style-type: none"> <li>- Ability to demonstrate awareness/understanding of equal opportunities and other people's behaviour, physical, social and welfare needs.</li> </ul>	
Additional Factors	<ul style="list-style-type: none"> <li>- The post holder must attend all relevant training related to facility/service operation.</li> </ul>	