

Job Description

Leisure Assistant

Service Area:	Culture & Leisure
Reports To:	Duty Manager
Responsible For:	N/A
Scale:	½

Overall Job Purpose:

To undertake a range of duties throughout Corby East Midlands International Pool in both wet and dry areas.

Main Duties and Responsibilities:

(This list contains the main duties and responsibilities of the post holder but it is not an exhaustive list)

1. Undertake lifeguarding and associated duties as specified in the Normal Operating Procedures and Emergency Action Plans
2. Ensure an excellent standard of customer care is implemented and maintained in line with the Customer Care Policy and Customer Charter
3. Assist with maintaining standards and records in relation to appropriate Quality Awards, in particular Quest
4. Assist in the operation of the Pool and Health Suite Plant room in accordance with operational procedures
5. Operate mechanical equipment within the facility e.g. moveable floor, booms, diving boards in accordance with operational procedures and programme requirements
6. Comply with the Councils Health and Safety Policy
7. Cover reception and crèche duties as required
8. Positively promote the facility through membership sales, leaflets, displays, general daily duties and any such promotional activities

Specific Responsibilities

9. Undertake lifeguard duties as laid down by the facilities Normal Operating Procedures and Emergency Action Plans

10. The carrying out of all cleaning tasks, both internal and external as per the facilities cleaning procedures and quality standards
11. Ensure the general safety and behaviour of the public to prevent injury, misuse and damage to equipment
12. Conduct routine checks of all areas, including changing rooms, toilets, health suite and report any damage as per the operating procedures
13. Assist in the operation and maintenance of the Pool and Health Suite Plant Room completing water tests in accordance with the Plant Room Operational Procedures so as to ensure a safe and comfortable environment for all users, once training has been completed
14. Administer the appropriate First Aid recording accidents / incidents and relevant to the facility and it's users
15. Assist with the assembling and dismantling of equipment for all sporting and special events
16. Assist with the delivery of supplies, cleaning materials, equipment etc
17. Conduct swimming lesson instruction once qualification has been achieved
18. Conduct fitness induction's once training has been completed
19. Undertake other duties related to the functioning of the facility as directed by the Facility Manager or Duty Manager
20. To adhere to the councils Health & Safety procedures at all times.
21. To maintain NPLQ qualification, leisure assistants will be required to attend monthly training

Additional Information / Local Agreements attached to this post

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

The post holder will have the opportunity to apply for and complete Stand In Senior Leisure Assistant training

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)

The post includes evening and weekend working which is inclusive of the salary grade.

The post holder may be required to work at other facilities

Post is subject to Enhanced DBS clearance

I have read and understood the job description and sign to accept the above terms and conditions of employment.

Employee Signature _____ Date: _____

Authorisation Signature _____ Date: _____

Person Specification

The ideal candidate will be able to demonstrate the following skills, knowledge and experience

Criteria	Skills, Knowledge, Experience etc	Essential / Desirable	Method of Assessment
Education / Qualifications	RLSS National Pool Lifeguard Qualification	E	Application
	First Aid Certificate	D	Interview
	ASA Assistant Teachers Qualification	D	Interview
	Sports Coaching Qualifications	D	Interview
Skills / Experience	The post holder must possess excellent customer care skills, be courteous at all times as well as being flexible and enthusiastic in their approach to the required duties.	E	Application
	Knowledge of Health and Safety	D	Interview
	Experience of Dealing with the public	D	Interview
	Cash handling experience	D	Interview
	Good communication and interpersonal skills	E	Application
	Enthusiastic approach	E	Interview
	Able to work on own initiative	E	Interview
Miscellaneous	It is a special condition of employment that the post holder will work a shift system, which is subject to variation to meet the exigencies of the service. The salary grade recognises this condition and no additional payment will be made in respect of the alternating shift system and weekend work <ul style="list-style-type: none"> - Hours of work will include all facility opening times including bank holidays - Any overtime payments will be paid at basic rate - Bank Holidays will be paid at time, time and one third 	E	Interview
	A uniform is provided and must be worn	E	Interview