North Northamptonshire Council

Job Description and Person Specification
Leisure Assistant

Service Area -	**Public Health**
Reports to -	**Duty Manager**
Band -	**1**

Overall Job Purpose :

To undertake a range of duties throughout Corby East Midlands International Pool in both the 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. Administer the appropriate first aid where needed and to complete accident / incident forms.

3. To maintain NPLQ qualification, all leisure assistants are required to attend monthly training.

4. Ensure the general safety and behaviour of the public to prevent injury, misuse and damage to equipment.

5. Conduct routine checks of all areas and report any damage as per the operating procedures, areas include changing rooms, toilet areas, health suite etc.

6. Ensure an excellent standard of customer care is implemented and maintained in line with the customer care policy and customer charter.

7. Assist with maintaining standards and records in relation to appropriate quality awards, in particular Quest.

8. Assist in the operation of the pools, health suite and plant room in accordance with operational procedures. Complete water tests in accordance with the Plant Room Operators Procedures so as to ensure a safe and comfortable environment for all users.

9. Operate mechanical equipment within the facility e.g. moveable floors, moveable booms and diving boards in accordance with operational procedures and programme requirements.

10. Comply with the councils health and safety policy.

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. Understand the councils committment to Corporate Parenting and take responsibility to support this commitment. Enable the council to be the best corporate parents possible to children and young people in our current and previous care.

4. 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.

Notes

1. The post holder will be expected to wear a yellow lifeguard top, black shorts and a whistle as part of their uniform whilst on duty.

2. The post holder will be required to contribute to training and development of self and others through participating in training / staff meetings including first aid, events and other agreed activities that enable the transfer of knowledge.

3. The post holder should be responsible as an employee under the Health and Safety at Work Act 1974 and take reasonable care for the health and safety of themselves and others.

4. The job description reflects the major tasks to be carried out by the post holder and identities a level of responsibility at which the post holder will be required to work. In the interests of effective working any major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and other consequential changes will be carried out in consultation with the post holder. The post holder will also be required to carry out such other duties as may be determined from time to time to be within the general scope of the post.

Person Specification

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

Attributes	Skills, Knowledge, Experience etc.	Essential / Desirable
Education, Qualifications and Training	RLSS National Pool Lifeguarding Qualification	E
	ASA Assistant Teachers Qualification	D
	Sports Coaching Qualification	D
Skills and Experience	Knowledge of Health and Safety	D
	Experience of dealing with the public	D
	Cash handling experience	D
	Good communication and interpersonal skills	E
	Enthusiastic approach	E
	Able to work on own initiative	E
Miscellaneous	Working hours will be over a shift system. Rates paid for working on a Saturday, Sunday, all weekday evenings and on public / bank holidays – See terms and conditions where applicable	E
	DBS required for role	E
	Dress code must be adhered to	E
	Self motivated and able to respond positively to leadership and direction	D
	Commitment to sustained improvement	D