

**Job Description**

**Directorate:** Children's Services

**Division:** Sir Charles Parsons School

**Post Title:** Pool Facilities Attendant AA3632

**Evaluation:** 417 Points **Grade: N4**

**Responsible to:** Head Teacher

**Responsible for:**

**Job Purpose:** To provide a professional and efficient maintenance service across the school Swimming Pool premises and to carry out the duties of lifeguard as required.

**Main Duties:** The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- 1 Carry out routine maintenance of the pool, including all associated heating and lighting systems, and emergency and fire equipment.
- 2 Carry out regular inspections in accordance with school procedures, and ensure that all health and safety requirements are met. Immediately report to the School Business Manager any safety matters that cannot be dealt with by the jobholder.
- 3 Arrange as required the maintenance and inspection of fire fighting, fire alarm and emergency lighting systems.
- 4 Report to the School Business Manager any maintenance requirements or defects which cannot be dealt with by the jobholder.
- 5 Ensure that all duties are carried out in an effective and efficient manner for the benefit of all students, staff, community and other users.
- 6 Ensure the security of the swimming pool premises (outside of core hours) including the locking of doors, setting alarms, etc and undertaking call out duties when required.
- 7 Monitor heating levels on a daily basis and ensure consistent levels of provision. This includes checking controls and arranging for the cleaning and periodic maintenance of the heating system and associated plant and their inspection within the swimming pool area.
- 8 To erect, dismantle, clean and store all equipment and materials required for the provision of activities in the swimming pool.

- 9 Ensure that external areas of swimming pool area and hard standing are free of debris.
- 10 Undertake pool lifeguard duties when required.
- 11 To assist in maintaining a healthy, safe and secure environment and to act in accordance with the Council's policies and procedures.
- 12 To promote and implement the Council's Equality Policy in all aspects of employment and service delivery.