

Active Northumberland
JOB DESCRIPTION

Post Title: Leisure Attendant - Pool Site		Director/Service/Sector: Active Northumberland		Office Use	
Band: 3		Workplace:			JE ref: ANJD048
Responsible to: Duty Manager		Date: September 2018			
Job Purpose: Provision of an efficient and effective Leisure Service to ensure maximum utilisation of facilities. In the case of the swimming pool to be the lifeguard to ensure maximum health and safety provision for pool users.					
Resources	Staff	None.			
	Finance	None			
	Physical	Shared responsibility for the careful use and maintenance of the allocated leisure equipment			
	Clients	Service Users made up of customers, to include individuals and organised groups (e.g.clubs).			
Duties and key result areas:					
<u>The Leisure Attendant will:</u>					
<ol style="list-style-type: none"> 1. Undertake the duties required to deliver the day to day safe and effective operation of the leisure facility, enforcing set working practices and procedures relating to the pool and dry side activity spaces by customers. 2. Ensure that completed tasks and checks are appropriately recorded, in line with corporate procedures (e.g. sign for completion of a cleaning task). 3. Follow all Normal Operating Procedures (NOP) and Emergency Action Plans (EAP). 4. Be responsible for implementing safe working practices whilst undertaking the work by following set procedure and documented risk assessments. 5. Liaise with service users and members of the public in a courteous and respectful manner, referring problem resolution to the Duty Manager. 6. Ensure tasks are completed within set timelines and to required standard, as defined within corporate guidelines. 7. Follow direction from the Duty Manager to ensure that regulations are implemented and predetermined standards are maintained, working simultaneously alongside colleagues when on pool duties to administer set rules and procedures. 8. Staff will be expected to work across the frontline services within their allocated area team if specific training allows. 					
The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.					
Work Arrangements					
Transport requirements:		Travel to work sites, area offices, meetings or other venues throughout the County.			
Working patterns:		May include weekends and evenings.			
Working conditions:		Mainly indoors, including pool site. Occasional exposure to outside.			

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PERSON SPECIFICATION

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Essential	Desirable	Assess by
Qualifications and Knowledge		
<p>RLSS (Royal Life Saving Society NPLQ (National Pool Lifeguard Qualification for Swimming) valid. Appreciation of the legislation and regulations relating to leisure facilities. An awareness of Health and safety legislation and its application in the workplace. Relevant knowledge of the range of tasks and duties. Basic literacy and numeracy.</p>	<p>NVQ or equivalent in an appropriate subject. Knowledge of pool plant and equipment. A Coaching qualification in a specific leisure activity. Defibrillation Training. First Aid at Work.</p>	(A), (I)
Experience		
<p>Previous experience in working in a leisure facility.</p>	<p>Ability to undertake basic reception and administrative functions and to communicate effectively with members of the public.</p>	(A), (I), (R)
Skills and competencies		
<p>Able to understand and follow straightforward spoken and written instructions. Able to keep necessary work records. Able to take direction to achieve required outcome. Physically able to maintain training at required standard.</p>		(A), (I), (R)
Physical, mental, emotional and environmental demands		
<p>Predominantly standing and walking, including some lifting, pulling and pushing. Need to be aware of all potential hazards. Able to cope with some periods requiring physical and mental demand, requiring some periods of concentration (pool duty). Able to maintain general awareness for safe working conditions. Operating indoors and outdoors when required, where environmental temperature may fluctuate.</p>		(I), (R)
Motivation		
<p>Reliable and keeps good time. Has a keen interest in sport. Committed to the ethics of public service excellent quality and customer service. Adapts to change by adopting a flexible and cooperative attitude. Supportive and adapts to team working. Demonstrates integrity and upholds values and principles.</p>		(I), (R)
Other		
<p>Shift work with regular evening and weekend working. Satisfactory DBS check.</p>		(I), (R)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits