

Job Description

**For HR
use only**

Vacancy Ref No: DBS0387

Directorate	Environment
Service and Team	Sport and Leisure
Post Title	Leisure Assistant
Grade	5
Reports to	Team Leader
Responsible for (employees or equivalent)	N/A
Job Purpose	
<ul style="list-style-type: none"> • To supervise and ensure the safety of public and staff in and around the swimming pool and Contours health suite. • To ensure the safety of public and staff when using equipment. • Ensure acceptable levels of hygiene are always maintained in all areas. • Ensure all tasks are performed in accordance with schedule, and to statutory regulations and council practice/policy. 	
Job Content	
<ul style="list-style-type: none"> • To provide an efficient and friendly service while working as part of a team, as well as on their own initiative. • To supervise members of the public using swimming pools. • Carry out cleaning and maintenance inspections as directed by the management team. • Adhere to statutory regulations. • Provide a clean and safe environment for public and other staff members. • Training for RLSS and First Aid is carried out on a regular basis. • Have excellent customer care skills. 	
Climate Change Values and Behaviours	
<ul style="list-style-type: none"> • We strive to reduce the carbon footprint of our services by using less energy in our buildings, travelling less in our vehicles, and increasing our recycling. • We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services. 	



Equality, Diversity and Inclusion Values and Behaviours

- We treat all our colleagues, residents and service users with dignity and respect. We embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

Special Requirements of Post

Working Conditions	<ul style="list-style-type: none"> • Working as part of a team. • Involves weekend and evening work. • Can involve working in areas of high heat and humidity.
Working Requirements and Arrangements	<ul style="list-style-type: none"> • Work across any Centre in North Tyneside
Physical Requirements e.g. driving, lifting, and handling	<ul style="list-style-type: none"> • Attend staff training to maintain pool lifeguard qualification
DBS and Safeguarding Checks required	<ul style="list-style-type: none"> • Enhanced DBS
Responsibility for Safeguarding or extent of contact with children, young people and/or adults at risk of harm.	<ul style="list-style-type: none"> • Supervise children in the pool area who are old enough to attend the facilities on their own, along with the public who may be vulnerable.
Politically Restricted	No

Person Specification

Job Criteria		
Factor	Essential	Assessment method
Knowledge	<ul style="list-style-type: none"> • Excellent customer care skills. • Experience of working with people • Knowledge of statutory requirements. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of local authority. 	<p>Application form.</p> <p>Interview</p>

Qualifications and Training including Professional Registrations	<ul style="list-style-type: none"> • RLSS Pool Lifeguard qualification or equivalent <p>Desirable</p> <ul style="list-style-type: none"> • First Aid at Work • Customer Care • Child Protection • Manual Handling and Lifting • COSHH • ASA Level 2 Swimming Teachers Certificate 	<p>Certificates</p> <p>Application form</p> <p>Interview</p>
Skills & Experience	<ul style="list-style-type: none"> • Working as part of a team • Working on own initiative • Working in a service led industry • Excellent communication skills. • Confident and outgoing • Must be physically capable of carrying out the full range of duties • Able to work mornings, weekends, and evenings (shift pattern) <p>Desirable</p> <ul style="list-style-type: none"> • Previous experience in a pool environment. 	<p>Application form</p> <p>Interview</p>
Our Values	<ul style="list-style-type: none"> • We Listen • We Care • We Are Ambitious • We Are Good Value for Money 	<p>Application form</p> <p>Interview</p>
Specific requirements		
Factor	Essential	Assessment method
Occupational Requirements under the Equality Act 2010		
Factor	Desirable	Assessment method

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Please note if you intend to use your own vehicle (or non-council vehicle) for business mileage you must hold the relevant driver's licence, MOT and insurance documentation.

