

# Job Description

	<b>For HR use only</b>	Vacancy Ref No: DBS0606
<b>Directorate</b>	Environment	
<b>Service and Team</b>	Sport leisure and Libraries	
<b>Post Title</b>	Leisure Assistant (Pool Lifeguard Qualification)	
<b>Grade</b>	5	
<b>Reports to</b>	Team Leader	
<b>Responsible for</b> (employees / equivalent)	N/A	
<b>Job Purpose</b>		
<ul style="list-style-type: none"><li>• To supervise and ensure the safety of public and staff in and around the swimming pool and Contours health suite.</li><li>• To ensure the safety of public and staff when using equipment.</li><li>• Ensure acceptable levels of hygiene are always maintained in all areas.</li><li>• Ensure all tasks are performed in accordance with schedule, and to statutory regulations and council practice/policy.</li></ul>		
<b>Job Content</b>		
<ul style="list-style-type: none"><li>• To provide an efficient and friendly service while working as part of a team, as well as on their own initiative.</li><li>• To supervise members of the public using swimming pools.</li><li>• Carry out cleaning and maintenance inspections as directed by the management team.</li><li>• Adhere to statutory regulations.</li><li>• Provide a clean and safe environment for public and other staff members.</li><li>• Training for RLSS and First Aid is carried out on a regular basis.</li><li>• Have excellent customer care skills.</li></ul>		
<b>Climate Change Values and Behaviours</b>		
<p>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.</p> <p>We encourage innovation and the generation of new ideas in the way we do things, including increasing the environmental sustainability of our services.</p>		
<b>Equality, Diversity and Inclusion Values and Behaviours</b>		
<p>We treat all our colleagues, residents and service users with dignity and respect. We</p>		

embrace and value people's differences. We act as allies, educating ourselves, empowering others and tackling discrimination.

**(For Managerial Roles Only)** We build an inclusive and fair workplace where all team members feel valued and accepted. We encourage team members, residents, and service users to contribute their perspectives to our understanding of the borough and how best to support our people. We role model inclusive behaviour in our leadership styles, and champion equality.

### Special Requirements of Post

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

# Person Specification

Job Criteria			
Factor	Essential	Desirable	Assessment method
Knowledge	<p>Excellent customer care skills.</p> <p>Experience of working with people</p> <p>Knowledge of statutory requirements.</p>	Experience of local authority.	Application form Interview
Qualifications and Training including	RLSS Pool Lifeguard qualification or	Customer Care training	Application form Interview

Professional Registrations	equivalent	First Aid at Work  Child Protection  Manual Handling and Lifting  COSHH  ASA Level 2 Swimming Teachers Certificate	
Skills & Experience	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)	Previous experience in a pool environment.	Application form Interview
Our Values	We Listen, We Care, We Are Ambitious, We Are Good Value for Money		
Special requirements			
Factor	Essential		Assessment method

Occupational Requirements under the Equality Act 2010		
<b>Factor</b>	<b>Desirable</b>	<b>Assessment method</b>

**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.**