

**PERSON SPECIFICATION:** Leisure Attendant

**POST REFERENCE:** 104060

**HARTLEPOOL BOROUGH COUNCIL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN, YOUNG PEOPLE AND VULNERABLE ADULTS. IF THIS POST IS SUBJECT TO SAFER RECRUITMENT MEASURES THEN A DISCLOSURE AND BARRING SERVICE (DBS) CHECK WILL BE REQUIRED.**

| REQUIREMENTS                                                                                                                                                                             | ESSENTIAL CRITERIA<br>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)                                                                    | DESIRABLE CRITERIA<br>Please indicate in brackets after each criteria how this will be verified i.e. (F), (I), (T), (R)                                                                                                                                                                                                                                                                                                                 |
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| <ul style="list-style-type: none"> <li>- <b>Educational/vocational/occupational qualifications and/or training</b></li> <li>- <b>Specific qualifications (or equivalents)</b></li> </ul> | <ul style="list-style-type: none"> <li>• Current RLSS Pool Life Guard Qualification (F) (I)</li> <li>• Evidence of continuing professional development (F) (I)</li> </ul>                  | <ul style="list-style-type: none"> <li>• Current St John Ambulance First Aid Qualification or the equivalent (F) (I)</li> <li>• NGB Coaching Qualifications in various disciplines (F) (I)</li> <li>• ISRM Pool Plant Operators Certificate (F) (I)</li> <li>• Level 1 Swim Teachers Qualification (to be complete within 6 months of taking up the position) (F) (I)</li> <li>• Level 2 Swim Teachers Qualification (F) (I)</li> </ul> |
| <ul style="list-style-type: none"> <li>- <b>Work or other relevant experience</b></li> </ul>                                                                                             | <ul style="list-style-type: none"> <li>• Experience of working with members of the general public (F) (I)</li> <li>• Experience of undertaking general cleaning regimes (F) (I)</li> </ul> |                                                                                                                                                                                                                                                                                                                                                                                                                                         |

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| <ul style="list-style-type: none"> <li>- <b>Skills, abilities, knowledge and competencies</b></li> </ul>       | <ul style="list-style-type: none"> <li>• Ability to communicate effectively with good oral skills (I)</li> <li>• Ability to respond positively to difficult situations (I)</li> <li>• Understanding of how to provide a good service to customers (F) (I)</li> <li>• Understanding of the equalities and diversity agenda (I)</li> </ul>                                            |                                                                                  |
| <ul style="list-style-type: none"> <li>- <b>General competencies</b></li> </ul>                                | <ul style="list-style-type: none"> <li>• Understanding of the benefits of sport and physical activity (I)</li> <li>• Commitment to providing a customer focussed service (I)</li> <li>• Enthusiastic individual who is prepared to go the extra mile to achieve successful outcomes (I)</li> <li>• Flexible approach to working within a seven-day service provision (I)</li> </ul> | <ul style="list-style-type: none"> <li>• Able to travel independently</li> </ul> |
| <b>ESSENTIAL / DESIRABLE CRITERIA WILL BE VERIFIED BY: F = FORM I = INTERVIEW T = TEST(S) R = REFERENCE(S)</b> |                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                  |

#### On-going Training Requirements

The post holder will be required to undertake the following mandatory/essential training at the frequency indicated.

| Mandatory/Essential Training                                                                                                                                                                                                            | Frequency                                                                                                                          |
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| <ul style="list-style-type: none"> <li>• Safeguarding training</li> <li>• Health promotion training</li> <li>• Customer care training</li> <li>• IT literate</li> <li>• Health and Safety training</li> <li>• Sales training</li> </ul> | <p>Most training will be annually or on industry guidance recommendations and some training will be ongoing in house training.</p> |

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| <ul style="list-style-type: none"> <li>• Experience of building cleaning training</li> <li>• Health and fitness training</li> <li>• Competent assist in emergency situation training</li> </ul> |  |
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Please note all appointments within Hartlepool Borough Council are subject to a declaration of medical fitness by the Council's Occupational Health Service (having made reasonable adjustments in line with the Equality Act (2010) where necessary.