

## JOB SUMMARY

<b>Post Title</b>	<b>Leisure Attendant</b>						
<b>Job Family</b>	<i>Service Delivery</i>	<b>Pay Range</b>	<i>SD 03</i>	<b>Line Manager to others?</b>	<b>No</b>	<b>Role profile ref</b>	<i>SD03</i>
<b>Service Area</b>	<i>Community Services / 1Leisure</i>						
<b>Line Manager</b>	<i>Duty Managers</i>						
<b>Location</b>	<i>1Leisure</i>						

<p><b>Job Purpose</b>  <i>To ensure the safe and efficient day to day running of the swimming pool/sports halls and changing facilities making sure all relevant audit and operating procedures are carried out. To ensure a high standard of customer care and health and safety are carried out at all times</i></p>
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<p><b>Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)</b></p> <ul style="list-style-type: none"> <li>• Undertake duties on and off poolside as directed and required by management to meet operational manning levels.</li> <li>• Ensure the safe use of customers of the swimming pools, changing areas and sports facilities.</li> <li>• Ensure you have a thorough knowledge of all Operational and Emergency procedures relevant to the facility.</li> <li>• Ensure the day-to-day cleanliness of poolside, changing rooms (Pool and Health Suite) are maintained through hourly checks as set out in daily schedules.</li> <li>• Carry out first aid when appropriate and complete relevant logs and necessary administration.</li> <li>• set up and dismantle equipment for events and activities as required.</li> </ul>
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<b>Knowledge, Skills and Experience</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>
Reliable, responsible.	<i>Good timekeeping and a customer focussed attitude to the role</i>	<b>E</b>	
Awareness and understanding of the customer's needs.	<i>Greet and assist members, providing information about facilities and services.</i>	<b>E</b>	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	<i>Ensure the cleanliness and safety of all areas, including pool halls, sports halls, changing rooms, and fitness suites.</i>		<b>D</b>
Safe and competent use of relevant equipment / tools.	<i>Inspect and maintain pool facilities, including Pool equipment.</i>	<b>E</b>	
Knowledge of relevant health and safety procedures.	<i>Knowledge of Lifeguard rescue techniques, C.O.S.H.H. and Manual Handling. Basic Knowledge of N.O.P's &amp; E.A.P's</i>	<b>E</b>	
Ability to communicate clearly to establish trust both one to one and with groups.	<i>Supervise swimming activities, enforce pool regulations, and ensure the safety of all swimmers.</i>	<b>E</b>	
Ability to follow processes, carry out procedures, record and monitor information accurately.	<i>Perform rescues, administer first aid, and provide CPR when necessary. Complete required</i>	<b>E</b>	
Basic literacy and numeracy.		<b>E</b>	
Basic knowledge of ICT systems.			<b>D</b>
Able to maintain accurate records as and when required.	<i>Carrying out and recording weekly health &amp; Safety checks in line with N.O.P. &amp; E.A.P.</i>		<b>D</b>

<b>Qualifications</b>			
<b>Role Profile requirements.</b>	<b>Job specific examples.</b> (if left blank refer to left hand column)	<b>Essential</b>	<b>Desirable</b>

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May require relevant certifications including evidence of fluency in English language.		<b>E</b>	
GCSE level qualifications or equivalent	<i>Maths &amp; English</i>		<b>D</b>
	<i>Current N.A.R.S. or R.L.S.S. Pool lifeguarding qualification.</i>	<b>E</b>	
	<i>Current First Aid at Work</i>		<b>D</b>
<b>Other Requirements</b>			
Flexible around working hours			
Must be fully able to perform the physical aspects of the role			
<b>Organisation Structure (optional)</b>			