

JOB SUMMARY

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

Job Purpose
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

- Job Context (key outputs of team / role to provide some specific examples of role profile accountabilities)**
- Undertake duties on and off poolside as directed and required by management to meet operational manning levels.
 - Ensure the safe use of customers of the swimming pools, changing areas and sports facilities.
 - Ensure you have a thorough knowledge of all Operational and Emergency procedures relevant to the facility.
 - 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.
 - Carry out first aid when appropriate and complete relevant logs and necessary administration.
 - set up and dismantle equipment for events and activities as required.

Knowledge, Skills and Experience			
Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
Reliable, responsible.	<i>Good timekeeping and a customer focussed attitude to the role</i>	E	
Awareness and understanding of the customer's needs.	<i>Greet and assist members, providing information about facilities and services.</i>	E	
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>		D
Safe and competent use of relevant equipment / tools.	<i>Inspect and maintain pool facilities, including Pool equipment.</i>	E	
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 & E.A.P's</i>	E	
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>	E	
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>	E	
Basic literacy and numeracy.		E	
Basic knowledge of ICT systems.			D
Able to maintain accurate records as and when required.	<i>Carrying out and recording weekly health & Safety checks in line with N.O.P. & E.A.P.</i>		D
Qualifications			

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Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
May require relevant certifications including evidence of fluency in English language.		E	
GCSE level qualifications or equivalent	<i>Maths & English</i>		D
	<i>Current N.A.R.S. or R.L.S.S. Pool lifeguarding qualification.</i>	E	
	<i>Current First Aid at Work</i>		D
Other Requirements			
Flexible around working hours			
Must be fully able to perform the physical aspects of the role			
Organisation Structure (optional)			