

JOB SUMMARY

Post Title	Leisure Attendant						
Job Family	<i>Service Delivery</i>	Pay Range	<i>03</i>	Line Manager to others?	No	Role profile ref	<i>LA01</i>
Service Area	<i>Neighbourhoods / Leisure</i>						
Line Manager	<i>Tim Ashwell</i>						
Location	<i>1Leisure</i>						

Job Purpose 1-2 sentences

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)

6-8 bullet points max

1. Ensure the safe use of customers of the swimming pools, changing areas and sports facilities.
2. Undertake duties on and off poolside as directed and required by management to meet operational manning levels.
3. Ensure you have a thorough knowledge of all Operational and Emergency procedures relevant to the facility.
4. 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.
5. Carry out first aid when appropriate and complete relevant logs and necessary administration.
6. To 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	
A confident personality with a flexible approach		E	
Sympathetic approach to work, good communication and numerical and negotiating skills, able to respond to instruction		E	
Experience of working with the general public			D
Experience in working within a leisure centre environment			D
Ability to communicate clearly to establish trust both one to one and with groups.	<i>Communication with customers, staff peers and management team</i>	E	
Ability to follow processes, carry out procedures, record and monitor information accurately.	<i>Be able to follow the basic guidance for working on poolside and in the Leisure environment. Completion of weekly H&S checks, first aid forms, cleaning schedules</i>	E	
Knowledge of Health & Safety Legislation	<i>A basic understanding of health & safety and data protection Specifically relating to a swimming pool environment</i>		D

Qualifications

Role Profile requirements.	Job specific examples. (if left blank refer to left hand column)	Essential	Desirable
NARS / RLSS National Pool Lifeguard Qualification.		E	
GCSE level qualifications or equivalent	<i>Maths / English</i>		D
First Aid at Work			D

Other Requirements

Flexible around working hours

Must be fully able to perform the physical aspects of the role

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Organisation Structure (optional)