



JOB DESCRIPTION

POST TITLE: Leisure Attendant
GRADE: NS03
DATE: August 2015 **J.E. REF.NO.** 69

RESPONSIBLE TO: Active4Today Management

LIAISON WITH: Existing and potential customers, suppliers, agency staff, Active4Today staff and colleagues

PURPOSE OF JOB: To work as a member of the centre team in ensuring the safety and wellbeing of the Centre, both in the swimming pool and dry areas. To assist with the day-to-day operation of the Centre and ensure all areas are ready for use as required in terms of cleanliness, equipment and availability.

MAIN ACTIVITIES, DUTIES AND RESPONSIBILITIES

1. To undertake the following tasks to ensure the smooth running of the centre:
 - a. Complete setups/change overs on time and to the standard defined in the method statements
 - b. To assist with the opening up the centre ensuring that all areas are fit for public use
 - c. To assist with locking up the building ensuring all members of the public have vacated and all areas are clean and tidy in preparation for the next day
 - d. Complete comprehensive cleaning of all areas including litter picking outside areas
 - e. To perform lifeguard duties in a vigilant manner
 - f. Complete planned maintenance tasks as set out in the maintenance schedule
 - g. Perform high level/deep cleaning in accordance with the daily check sheets
 - h. Maintain first aid supplies
2. Use cleaning machines to ensure to perform specific tasks
3. To assist with the co-ordination of children's holiday activities
4. To assist with the promotion any class/session that the Centre is running, and to take/run the class/session if qualified
5. Keep management informed of any accidents/incidents which occur on your shift, and to report any situation which may be a health and safety hazard
6. To assist with the marketing and promotion of the leisure centre
7. To maintain security of the premises and any equipment therein
8. To attend pool lifeguard training once per month and successfully pass pool examinations on a 6th monthly basis
9. To continually patrol the building and outside areas
10. Be aware of health and safety regulations such as Health and Safety at Work Act 1974, COSHH and Manual Handling
11. To be fully conversant with the duties as stated in the Safety Policies formulated by Active4Today and the NOP and EAP of the leisure centres
12. Report any faults to the Operations manager and complete all relevant paperwork
13. To undertake other duties within the centre including reception, maintenance, stock control, sales and in the fitness suite

Special Features

1. A uniform is provided and must be worn.
 2. Once obtained qualification must be kept up to date
 3. Discounted access to the Company Activo/Xperience membership packages
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HEALTH AND SAFETY

You will uphold the Company Health and Safety Policy and amendments made thereto by the Company and comply with all relevant health and safety legislation.

RISK MANAGEMENT

Active4Today is committed to the effective management of risk. It is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for risk management, as outlined within the Company Risk Management Strategy and Policy.

SAFEGUARDING

The Company has a statutory obligation to safeguard and promote the welfare of children and vulnerable adults. This responsibility sits with all those individuals who provide services on behalf of Active4Today, including all those who work with children, young people and families; those who manage staff within this work; staff who work with mothers, fathers, carers and other adults who have contact with children; staff who have both direct and indirect contact with children, including administration, support and back office staff; contractors; volunteers, community groups and the general public.

EQUAL OPPORTUNITIES

You will uphold the Company Equal Opportunities Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.

TRAINING

You will keep under review your own development needs. Learning needs should be discussed and determined at your annual appraisal and you will be required to undertake training as identified and as appropriate, for the individual, or as required for effective performance of the duties of the post.

This Job Description represents a statement of the duties of the post but does not include all minor duties. It is inevitable that over time the nature of any individual job will change and existing duties may be lost or others gained without changing the general character of the duties or the level of responsibility entailed. As a result the Company will expect this Job Description to be subject to revision.

Active4Today and Southwell Leisure Centre Trustees are committed to equal opportunities. As part of its policy it has been agreed that applicants wishing to work on a 'Job Share' basis will be considered on an individual basis. Since it is not possible for all posts to operate in this way, if you wish to enquire about 'Job Sharing' you should contact the Human Resources Section in the first instance.

Signature of Postholder Date.....

POST TITLE LEISURE ATTENDANT

DATE AUGUST 2015

This post requires an Enhanced Disclosure from the Disclosure and Barring Service

FACTOR	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
RELEVANT EXPERIENCE	DESIRABLE Previous experience of lifeguarding DESIRABLE Experience of working in the Leisure industry DESIRABLE Experience in delivering sports coaching ESSENTIAL A genuine interest in working in the leisure industry	Application form and interview Application form and interview Application Form Interview
QUALIFICATIONS	ESSENTIAL National Pool Lifeguard Award qualification DESIRABLE First Aid at Work Certificate DESIRABLE Other coaching qualifications	All application form and certificates
VOCATIONAL TRAINING	DESIRABLE NVQ1/2 in Leisure related subject	Application form and relevant certificates
JOB RELATED SKILLS	ESSENTIAL Excellent team worker ESSENTIAL Good communication skills DESIRABLE Numerate for bar work ESSENTIAL Interested in delivering sports and coaching programmes to both adults and children	Interview Interview Interview Interview
PERSONAL ATTRIBUTES	ESSENTIAL Sensitive to needs of customer	Interview
WORK CIRCUMSTANCES	ESSENTIAL Prepared to work shifts, weekends and bank holidays	Interview

The Company operates a No Smoking Policy

N.B. The above specification defines the minimum essential requirements of the job, but Active4Today will have regard to the Disability Discrimination Act and will make "reasonable adjustments" to help applicants with a disability achieve these standards. Compliance with all the requirements of the job description and person specification does not guarantee an interview. However, disabled candidates who meet the minimum essential criteria will be guaranteed an interview. It may be necessary to use additional criteria at the shortlisting stage.