JOB SUMMARY

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

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.	*Good timekeeping and a customer focussed attitude to the role*	**E**	
Awareness and understanding of the customer's needs.	*Greet and assist members, providing information about facilities and services.*	**E**	
Evidence of practical experience in an appropriate work environment and ability to advise others on relevant issues.	*Ensure the cleanliness and safety of all areas, including pool halls, sports halls, changing rooms, and fitness suites.*		**D**
Safe and competent use of relevant equipment / tools.	*Inspect and maintain pool facilities, including Pool equipment.*	**E**	
Knowledge of relevant health and safety procedures.	*Knowledge of Lifeguard rescue techniques, C.O.S.H.H. and Manual Handling.* *Basic Knowledge of N.O.P's & E.A.P's*	**E**	
Ability to communicate clearly to establish trust both one to one and with groups.	*Supervise swimming activities, enforce pool regulations, and ensure the safety of all swimmers.*	**E**	
Ability to follow processes, carry out procedures, record and monitor information accurately.	*Perform rescues, administer first aid, and provide CPR when necessary. Complete required*	**E**	
Basic literacy and numeracy.		**E**	
Basic knowledge of ICT systems.			**D**
Able to maintain accurate records as and when required.	*Carrying out and recording weekly health & Safety checks in line with N.O.P.& E.A.P.*		**D**

JOB SUMMARY

Qualifications			
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.	*Current N.A.R.S. or R.L.S.S. Pool lifeguarding qualification.* *Current First Aid at Work*	**E**	 **D**
GCSE level qualifications or equivalent	*Maths & English*		**D**
Other Requirements			
Flexible around working hours			
Must be fully able to perform the physical aspects of the role			
Organisation Structure (optional)			