

- CARE Local Government Pension Scheme
- Work life balance policies
- Child Care Voucher Scheme
- Excellent training opportunities



INVESTOR IN PEOPLE

**LIFEGUARD/LEISURE ATTENDANT
GRADE 3, £17,491 TO £18,291 PER ANNUM PRO-RATA
CASUAL HOURS – AS AND WHEN REQUIRED**

Due to the success of the new Go Active facility in Clowne the above opportunity is now available. The successful candidate will be flexible in general leisure duties including control, organisation and implementation of the work of Leisure Services, its assets and resources employed, systems and methods of work. To be short-listed for interview candidates **must** possess the following:-

- Excellent understanding of the leisure industry
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- RLSS UK National Pool Lifeguard Award
- Experience of working with pool plant
- Experience of cash handling
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting

If you are interested in this post please go to the Jobs page on the Bolsover District Council's website -
<http://www.bolsover.gov.uk/index.php/your-council/jobs>

Alternatively you can request an application pack by e-mailing human.resources@bolsover.gov.uk. **CV's will not be accepted.** If you do not have access to the internet contact us by telephone on 01246 217012 or 217678

For an informal chat regarding this vacancy please contact David Hall/Jamie Bend on (01246) 242365 or david.hall@bolsover.gov.uk/jamie.bend@bolsover.gov.uk.

CLOSING DATE: 11th November 2018

Bolsover District Council is striving for diversity and welcomes applications from all sections of the community.

Lifeguard / Leisure Attendant Job Description

Job title	Lifeguard / Leisure Attendant
Reports to	Duty Manager
Direct reports	
Grade	3
Salary range	£17,491 to £18,291 per annum

Job purpose

To ensure the efficient, effective and economic operation of sports, leisure and recreational establishments throughout the District, including a wide range of duties, in wet, dry and other operational areas.

Duties and responsibilities

Flexibility in general leisure duties including control, organisation and implementation of the work of Leisure Services, its assets and resources employed, systems and methods of work, ensuring:-

- (a) Maximum cost effectiveness
- (b) Maximum efficiency
- (c) Maximum economy of service provided
- (d) Total service provision to the public

To maintain an understanding of Legislation and Codes of Practice associated with:-

- (a) Health and Safety at Work Act
- (b) Office, Shops and Railway Premises Act
- (c) Environmental Legislation
- (d) Public Health Acts 1936-1961
- (e) Amenities Act 1971 etc.
- (f) Fire Regulations.

To understand fully the normal operating procedures for leisure facilities

The day to day oversight and control of the public using the leisure facility with a view to preventing injury, misuse and damage.

Ensuring a high standard of cleanliness is maintained throughout the building especially in the pool, pool surround, thermal suite, changing rooms, toilets and showers

Assist swimmers in difficulty and undertake CPR where necessary. To be prepared to participate in emergency standby provision and other emergencies associated with the management of Leisure Facilities.

To ensure that all schedules and programmes are adhered to, ensuring continuity of service at all times.

To ensure that all equipment is maintained and stored in accordance with the manufacturer's instructions and Authority's Codes of Practice.

To participate in and ensure the security of equipment, goods, stocks, stores and the facility as a whole.

To ensure that duties are undertaken in a quick, programmed and efficient manner, ensuring profitable operation procedures are implemented and maintained.

To efficiently and effectively assist in the marketing of the facilities with the prime aim of encouraging the public to use the facility, on an on-going basis.

To respond to enquiries concerning all clients, members of the public, other Services of the Council.

Additional Duties if required and appropriately qualified

To deliver group fitness classes and teaching as appropriate

Working conditions

To undertake staff training sessions regularly to keep up to date with any changes and to keep qualifications valid. At least one session per month of staff training should be undertaken.

Regular evening and weekend work, shift work and unsocial hours

Physical requirements

Role will involve assisting where required with range of facilities related tasks such as moving equipment, maintenance

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

Approved by:	<i>W Carter</i>
Date approved:	<i>May 2016</i>
Reviewed:	<i>April 2017 (pay)</i>

PERSON SPECIFICATION

Post Title: Lifeguard / Leisure Attendant	Section: Leisure		
Directorate: People			
Knowledge (Essential)	AM	(Desirable)	AM
<ul style="list-style-type: none"> • Excellent understanding of the Leisure Industry • Understanding of customer computerised booking systems • Understanding of the operation of leisure facilities and equipment including Health and Safety awareness 	a, i & c		a & i
Qualifications			
For core duties <ul style="list-style-type: none"> • RLSS UK National Pool Lifeguard Award For additional duties <ul style="list-style-type: none"> • Relevant fitness class / Instructor qualifications 		<ul style="list-style-type: none"> • First aid at work • Sports Coaching • Pool Plant Operators certificate 	
Experience			
<ul style="list-style-type: none"> • Experience working with pool plant • Experience of cash handling 	a & i		a & i
Skills			
<ul style="list-style-type: none"> • Excellent interpersonal communication skills • Customer service skills • Ability to work in a team environment 	a & i		a & i
Other Requirements:			
<ul style="list-style-type: none"> • Must be physically fit & capable of heavy lifting 	a & i		a & i

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

Approved by:	<i>W Carter</i>
Date approved:	<i>May 2016</i>
Reviewed:	

