

**JOB DESCRIPTION AND PERSON SPECIFICATION**

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| Job Title: | Casual Leisure Attendant |
| HBC Grade: | HBC 3 |
| Service: | **Leisure Centres (Active Halton)** |
| Division: | Leisure Services |

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| **Main Purpose of the Role** |
| Ensure the comfort and safety of all users of the Centre. |

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| **Key Duties**  |
| **1** | Maintain vigilant supervision of pool users and ensure their safety at all times. |
| **2** | Administer first aid, effect pool rescues and apply resuscitation as necessary. |
| **3** | Comply with the Centre’s Health and Safety procedures at all times. |
| **4**  | Deal with customers in a friendly and professional manner. |
| **5** | Report any matter of concern to the Operations Manager immediately |
| **6** | Carry out cleaning duties as necessary. |
| **7** | Carry out patrols of the Centre. |
| **8** | Prepare activity areas involving the setting up/dismantling of equipment. |
| **9** | Ensure that all Centre equipment is stored safely and securely when not in use. |
| **10** | Report any maintenance issues using the appropriate procedures. |
| **11** | Assist the Operations Manager with any tasks involved in the operation of the Centre. |
| **12** | In the absence of the Operations Manager, activate the Emergency Action Plan (EAP) as and when required. |
| **14** | Attend training, staff meetings and Council briefings as directed by the Operations Manager. |
| **15** | Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job. |

The Council and its schools are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff, workers and volunteers to share its commitment.

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| **Education / Qualifications**  | **Essential**  | **Desirable**  | **How Identified**  |
| RLSS National Pool Lifeguard Qualification | Swimming Teachers QualificationFirst aid CertificatePool Plant Operators Certificate | All essential qualification certificates must be presented at interview. |

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|  | **Experience**  | **Knowledge**  | **Skills & Abilities**  | **How Identified** (delete as appropriate for each criteria) |
| **ESSENTIAL** |  | Able to demonstrate a knowledge and understanding of good customer care.  | Able to communicate effectively. | Application / Interview /Assessment |
|  | Knowledge of rules, regulations and bylaws that might apply in a leisure facility | Ability to follow emergency procedures and make sound judgements in potentially difficult or stressful situations. | Application / Interview /Assessment |
|  |  | Calm under pressure, confident and outgoing. | Application / Interview /Assessment |
|  |  | Able to work as part of a team or on own initiative. | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |
| **DESIRABLE** |  | Able to demonstrate a knowledge and understanding of Health and Safety principles and procedures in leisure facilities. | Able to apply rules and regulations in order to properly control customer behaviour | Application / Interview /Assessment |
|  | Knowledge of the leisure industry |  | Application / Interview /Assessment |
|  |  |  | Application / Interview /Assessment |

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| **Other Requirements** | **Essential**  | **Desirable**  | **How Identified**  |
| Must attend ongoing lifeguard training and retain RLSS National Pool Lifeguard Qualification. |  | Interview / Assessment / Documentation  |
| Able to work outside normal office hours including weekends. |  | Interview / Assessment / Documentation |
| There may be a requirement to work at other facilities within the Recreation Management Section. |  | Interview / Assessment / Documentation |

Please note: Front line posts with direct customer contact should include a statement detailing the spoken English language requirements of the post.

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For office use only:

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| **Date Created:** |  |
| **JE Ref:** |  |
| **Agreed by:** |  |

This job description is not intended to be either prescriptive or exhaustive; it is issued as a framework to outline the main areas of responsibility.