

JOB DESCRIPTION

TITLE: Activity Assistant/Lifeguard

RESPONSIBLE TO: Duty Manager

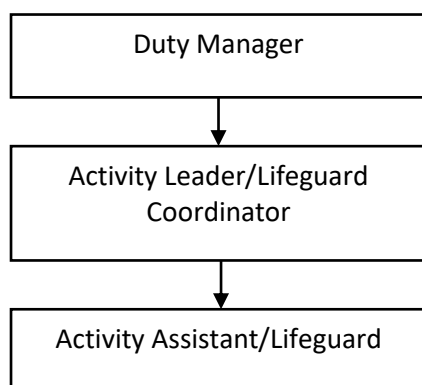
GRADE: EA

STARTING SALARY: £21,026 per annum

PURPOSE OF POST:

Assist in the provision of sport and exercise activities, complying with policy and safety regulation. Undertake duties in lifeguarding and/or fitness supervision.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:

| | | % |
|----|---|----|
| 1. | Support and instruct or supervise customer activities including basic coaching where required. | 35 |
| 2. | Prepare all areas and equipment for use ensuring cleanliness, safety and effective basic maintenance. | 25 |
| 3. | Assist with the development of activities within the centre. | 20 |
| 4. | Meet with customers, answering their enquiries and directing and instructing them as necessary. | 10 |
| 5. | Complete appropriate documentation and records and report to supervisors on any matters as required by the service. | 10 |

DIMENSIONS:

Supervisory Management: - None
Financial Resources: - None
Physical Resources: - None
Other: - None

CONTEXT:

Post holder will work in a busy environment under the direction of a supervisor. There will be a need to work closely with centre users/public which will require tact and courtesy. All equipment facilities and activities will need to accord with regulation, health and safety procedure and Active Luton policy and the post holder will have a duty to assess and monitor the safety of others and intervene where necessary.

Post holder will contribute to the positive promotion and marketing of all activities within the facility and will work positively within Active Luton policies, procedures and relevant legislation.

Post holder will need to acquire a thorough knowledge of Centre Emergency Action Plans and Normal Operating Plans.

Physical Effort:

The post holder will be required to move equipment (sometimes awkward and heavy) and take in deliveries of equipment/stock/supplies which may be bulky and heavy.

Working Environment:

For post holders working in a noisy plant room/pool hall environment there will be exposure to very warm temperatures, however, working in these areas will be for specific purposes and will be on an 'ad hoc' basis. The frequency and length of time cannot be specified but generally this will not be more than 50% of a shift.

Disclosure & Barring Service (redirected from Criminal Records Bureau)

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.

Person Specification: Activity Assistant/Lifeguard

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E) :- without which candidate would be rejected

Desirable (D):- useful for choosing between two good candidates.

| Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria. | | | | |
|--|---|--------------|--|--------------|
| Attributes | Essential | How Measured | Desirable | How Measured |
| Experience | | | Some experience of working in a leisure environment. | 1, 2 |
| | | | Some experience of working in a customer oriented environment. | 1, 2 |
| | | | Some experience of organising leisure activities. | 1, 2 |
| Skills/Abilities | Able to deal politely and tactfully with a wide range of people. | 1, 2 | Able to balance and record cash receipts | 1, 2 |
| | Able to work within well established procedures. | 1, 2 | | |
| | Able to read documents and record basic written information. | 1, 2 | | |
| | Able to converse with ease with members of the public and provide effective help or advice in accurate and fluent spoken English. | 1, 2 | | |
| | (Must be able to swim.) | 1, 2, 5 | | |
| Equality Issues | Able to demonstrate a basic understanding of the term equal opportunity. | 1, 2 | | |
| Specialist Knowledge | | | Some knowledge of Health & Safety in relation to sports centres. | 1, 2 |
| | | | Some knowledge of pool and sports hall procedures. | 1, 2 |
| Education and Training | National Pool Lifeguard Qualification (NPLQ) or equivalent, or ability to obtain within 3 months. | 1, 2, 4, 5 | GCSE Maths and English, grade 4. | 1, 2, 4 |
| Other Requirements | Able to handle and move activity equipment. (Daily) | 1, 2 | | |

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The Job-holder will ensure that Active Luton's policies are reflected in all aspects of his/her work, in particular those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) and General Data Protection Regulation (2018)