

# Job description

<b>Job title:</b>	Leisure Assistant
<b>Grade:</b>	Dorset Council Grade 3
<b>Job evaluation reference:</b>	IC704
<b>Job family:</b>	Information & Culture

## Purpose and impact

1. The role of the Leisure Assistant is to support management in the effective operation of leisure facilities through lifeguarding, setting up and taking down equipment, general duties and cleaning.

## Key responsibilities

2. To lifeguard all pool activities in accordance with Royal Lifesaving Society guidance.
  - a) Supervise the public participation of swimming activities at the leisure facility, ensuring safety and enjoyment.
  - b) Promptly carry out an emergency evacuation or deliver First Aid as per the centre's normal operating procedures.
  - c) Continually carry out the assessment of potential risks and eliminate/reduce wherever possible.
  - d) Enforce rules and regulations as set out in the normal operating procedures.
  - e) Inform the Duty Manager/Officer if extra poolside cover is required.
  - f) Inform/advise public regarding safe practices whilst using the pool.
3. Ensure equipment is set up safely and in a timely manner for customer use.
  - a) Safely set up and take down all sporting equipment, in accordance with manufactures guidance, ensuring that changeovers are carried out promptly and efficiently.
  - b) Ensure that all activities are set up on time and changeovers met.
  - c) Inform the Duty Manager/Officer/Maintenance Technician of any structural damage to the facility or any broken sporting equipment.
4. Assist throughout the day in ensuring the leisure facilities remain clean.
  - a) Proactively carry out regular checks of the cleanliness of the centre facilities.
  - b) Effectively and efficiently carry out scheduled cleaning of the centre.
  - c) Help maintain a safe and hygienic facility for customer use.
5. To be constantly vigilant with regards to any Health and Safety issues.
  - a) Ensure that emergency equipment is positioned in the identified area and in good working order.
  - b) To inform the Duty Manager/Officer/Maintenance Technician of any potential Health and Safety risks as per the daily inspection schedule, to include irregularities such as water clarity and poor lighting, etc.
  - c) Promptly carry out emergency evacuation as per the centre's emergency action plan.
  - d) Deliver immediate first aid to staff or customers of the leisure site.
6. To provide non-specialist coaching following a predetermined programme.
  - a) To provide basic non-specialist coaching for predetermined holiday activity programmes



- b) Maintain safe, informative, fun and productive sessions
- c) To inform the Duty Manager /Officer of any potential health and safety risks
- 7. Other duties commensurate with the role.
  - a) To assist in the delivery of children's parties.
  - b) To welcome customers and offer general assistance to them whilst in the centre.
  - c) Staff must attend training once a month to maintain their lifeguard qualification.  
There are four sessions provided on a monthly basis across both the wet sites one of which must be attended.
  - d) Positively contribute to the development of the Dorset Council in all team meetings.

NB: The duties and responsibilities of this post are not restrictive, and the post holder may be required on occasion to undertake other duties. This will not substantially change the nature of the post.

### **Supervision and management**

Reporting to: Senior Duty Officer – Swimming – QE/Verwood  
Wetside Duty Manager - Purbeck

Responsibility for: N/A

### **Our values**

Our values act as guiding principles, defining what we believe is important in the ways we work together. Our values are Respect, Together, Accountability, Openness and Curiosity. You will need to be able to demonstrate these values in action through the way you work, regardless of your role within the organisation. Information about our values can be found on our website.



# Person specification

Your application will be assessed based on your demonstration of how you fulfil the following criteria; you should include clear examples of how you meet these criteria within your application form and during the assessment process.

## Essential

Essential criteria are the minimum requirement for the above post and will be assessed through a combination of your application form, assessment, interview and references (as specified below). We will require evidence of the qualifications, training or registrations listed below.

<b>Qualifications, training or registrations</b> Required by law or essential to the performance of the role or both	<b>Assessed through:</b>
1. National Pool Lifeguard Qualification	Application form
<b>Knowledge</b>	
2. Basic knowledge of relevant Health and Safety	Application form Interview Assessment
3. Knowledge of Lifeguarding principles	Application form Interview Assessment
4. Understanding of Safeguarding protocols	Application form Interview Assessment
<b>Skills and abilities</b>	
5. Ability to follow procedures	Interview Assessment References
6. Good level of communication and interpersonal skills	Interview Assessment References
<b>Our values</b>	
7. Respect	Interview Assessment
8. Together	Interview Assessment
9. Accountability	Interview Assessment
10. Openness	Interview Assessment
11. Curiosity	Interview Assessment

## Desirable

Desirable criteria will be used in the event of multiple applicants meeting the minimum essential requirements and if applicable, will be assessed through a combination of your application form, assessment, interview and references (as specified below). If you meet the desirable criteria, we will require evidence of the qualifications, training or registrations listed below.



Qualifications, training or registrations	Assessed through:
12. Emergency First Aid at Work	Application form
<b>Experience</b>	
13. Experience of working in the Leisure Industry	Application form Interview Assessment
14. Experience of coaching/leading various sporting activities	Application form Interview Assessment
15. Experience of lifeguarding	Application form Interview Assessment

## Approval

Manager's job title:

Date:

