

Isle of Wight Council

Job Description



Identifying Facts

Title of Post: Leisure Attendant (Lifeguard)

Directorate: Economy & Environment

Post No: 45003648

Section: Recreation, Leisure & Public Spaces

Date: July 2019

Responsible to: Duty Manager

Job Purpose

To work as part of a team and ensure the Health and Safety of all users and Customers in accordance with the Centre's policies and to assist management in all matters as directed, relating to the efficient and effective operation of the Centre's activities.

Major Tasks

1. Promote equality as an integral part of a role and treat everyone with fairness and dignity.
2. To undertake the daily supervision of children and adults using leisure centre facilities, including maintaining changing facilities without direction from senior management.
3. To maintain close and frequent supervision of carers and other professionals supporting adults and children who provide personal care and instruction/teaching/training of all leisure centre facilities.
4. To develop and maintain a generic skill set that allows the Isle of Wight Council to employ your skills, abilities and experience across the Council and its formal partnerships as needed.
5. Undertake duties on and off poolside as directed and required by management to meet operational manning levels.
6. Attend meetings and staff training as required.
7. Ensure you have a thorough knowledge of all Operational and Emergency procedures relevant to the facility.
8. Supervision of all pool users ensuring rules are obeyed and safety levels are adhered to.
9. 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.

10. Carry out first aid when appropriate and complete relevant logs and necessary administration.
11. To set up and dismantle equipment for events and activities as required.
12. Report any damages to the Centre or equipment to the Duty Manager.
13. Complete written reports on accidents, lost property etc as per daily logs.
14. Deal with any customer enquiries or complaints in an helpful and efficient manner passing the matter on to the Duty Manager if you cannot resolve the situation.
15. Carry out basic routine maintenance duties as required.
16. Pick up litter inside and outside the building and remove rubbish bags to a collection point.
17. When required, assist in other areas within the Centre.
18. When on Dry side duty, police the building to ensure correct usage of facilities and secure areas not in use by the public.
19. Undertake/assisting in coaching/supervision of courses as required.
20. Promote a professional image at all times.
21. Smart appearance is essential at all times, wearing uniform, badge etc as supplied by Cultural and Leisure Services.
22. Ability to work to the standard of a quality management system.
23. Leisure Attendants are expected to work flexibly across multiple sites including a school based facility. This work entails frequent supervision and instruction of children using the facility during school hours and during school holidays.

Generic quality statement: The Isle of Wight Council expects that its staff will adhere to its policies and procedures. All members of staff are expected to be familiar with procedures and undertake appropriate activities to support their learning and development.

Safeguarding - The Isle of Wight Council is committed to safeguarding and promoting the welfare of children and vulnerable adults and operates stringent safer recruitment practices.

Diversity and Equality - All employees are expected to treat others with dignity and respect.

Health and Safety - The Isle of Wight Council has a duty to protect employees and all employees have a duty to protect themselves and others from harm as far as is reasonably practicable.

Data Protection and ICT Security – All employees are required to ensure that any information or data collected or input in to a council system complies with the standards set out and any associated processes that are specific to an area of work.

This job description is correct as at the date given above. In consultation with the postholder it is liable to variation by management to reflect or anticipate changes to the job. As a term of employment the postholder may be required to undertake other duties in this post or, following consultation, any other post in any of the Isle of Wight Council's Directorates.