

FILTON TOWN COUNCIL

JOB DESCRIPTION

FILTON SPORTS AND LEISURE CENTRE

JOB TITLE: Leisure Assistant

POST NO: LA 001

1. JOB PURPOSE

~~To participate in the supervision of wet and dry activities and provide support and guidance to members of the public.~~

2. DUTIES AND RESPONSIBILITIES

- (a) When rostered off the pool to undertake general supervision of centre users and their activities thus ensuring that all centre rules are observed and to take action where appropriate.
- (b) When rostered off the pool to ensure the centre is maintained in a clean condition in accordance with quality standards.
- (c) To report serious incidents, injuries to employees or members of the public to the Duty Manager/Operations Manager.
- (d) To be aware of the contents of the Council's Code of Practice for the Centre in particular the emergency and fire procedure and the safe use of chemicals.
- (e) To undertake cleaning duties as required.
- (f) To patrol the pool and act as the lifeguard in accordance with the staffing arrangements when on poolside. ~~To execute rescue and life saving techniques as necessary.~~
- (g) To ensure that before leaving poolside duty that the pool is correctly staffed in accordance with the current Code of Practice.
- (h) To report abnormal pool conditions to the Duty Manager on duty, i.e., odour or colour of water.
- (i) To assemble and dismantle equipment as required.
- (j) To assist in the organisation of competitions/tournaments and leagues
- (k) To undertake coaching duties as required
- (l) Any other duties as are required and as are commensurate with the grade of the post.

3. QUALIFICATIONS AND EXPERIENCE

The post holder must possess the NPLQ – National Pool Lifeguard Qualification

4. AGE FACTORS

Age 16, old, and have Left school past the last Friday of the persons year 11 school year

5. SUPERVISORY RESPONSIBILITY

There are no subordinates.

6. SUPERVISION RECEIVED

The post holder receives direct supervision from the Duty Manager.

7. CONTACTS

- Staff at all levels
 - Public
 - Sports and swimming clubs
 - Contractors
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8. SPECIAL NOTES OR CONDITIONS

- (a) The post holder will be required to work or be available outside normal working hours including evenings and weekends.
 - (b) The post holder will be required to wear a uniform at all times whilst on duty.
 - (c) The post holder will be required to help provide cover for the other Leisure Assistants holidays / sickness
 - (d) The post holder must attend Staff Training at least once a month otherwise they will not be allowed to work
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Staff Member Signature agreeing Job description _____

Staff Member Block Capitals _____

Date _____