

Job Description

Post:	Lifeguard
Accountable To:	Sport Centre & Commercial Manager
Line Manager:	Sport Centre & Commercial Manager
Job Purpose:	To provide a full administrative support service to the sports centre operations across both school campuses’.

Principal Accountabilities

1. Be responsible for supervision of the poolside and surrounding areas ensuring they are health and safety checked.
2. Cleaning and tidying of poolside, changing rooms, plant room and all associated areas.
3. Assisting with all users of the pool including all members, casual swimming, swimming clubs and swimming schools etc.
4. Liaise with Sport Centre & Commercial Manager on all booking information and/or all things relating to the swimming pool.
5. Responsible for the cleanliness of the sports centre. This will include vacuuming, dusting, and wiping down the necessary areas when needed.
6. Assisting the Sport Centre & Commercial Manager by carrying out Health and Safety checks and risk assessments in swimming pool and surrounding areas.
7. Tidying and organising all associated swimming equipment
8. To provide a dedicated first aid service to all sports centre users, ensuring that accidents and instances of ill-health are dealt with promptly at first point of contact, or referred on for parent/professional medical attention.
9. Liaise with fellow staff colleagues and discuss appropriately any concerns or issues that have emerged from a first aid perspective to ensure that problems get the attention they need from the relevant authorities.
10. Complete the relevant accident/illness documentation, and keep appropriate records of accidents and incidents according to school policy and procedures.

Person Specification

	ESSENTIAL	DESIRABLE
Ability, Skills and Personal Qualities	<p style="text-align: center;">Able to use own initiative</p> <p>Flexible attitude in working practice – (role may require working different shifts at times)</p> <p>Ability to communicate with all levels of people</p> <p style="text-align: center;">Well organised with the ability to work under pressure</p>	<p style="text-align: center;">Excellent inter-personal skills</p> <p style="text-align: center;">Ability to stay calm and be efficient under pressure</p>
Knowledge and Experience	<p>Royal Life Saving Society Course</p>	<p>Knowledge of child protection procedures/ legislation</p> <p>Experience of working in an environment with children</p> <p>Experience in Pool Plant Operation</p> <p>Use of a Defibrillator</p> <p>Attended regular training sessions</p>
Education, Qualifications and Training	<p style="text-align: center;">Valid National Pool Lifeguard Qualification (NPLQ)</p> <p style="text-align: center;">Qualification in First Aid at Work or a willingness to achieve this</p>	<p style="text-align: center;">First Aid at Work Certificate or a willingness to achieve this</p> <p style="text-align: center;">Awareness of health and safety legislation</p> <p style="text-align: center;">Basic equipment maintenance</p> <p style="text-align: center;">Full UK Driving Licence</p> <p style="text-align: center;">Use of own vehicle</p>