



## DRAFT JOB DESCRIPTION

JOB TITLE:	CASUAL Lifeguard/Leisure Centre Assistant
BASE:	Leisure Centre Office

### ORGANISATIONAL ARRANGEMENTS:

**Job holder:** to be appointed

**Reports to:** Leisure Centre Manager/ Deputy Manager/ Duty Manager

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### GENERAL STATEMENT

To represent Wildern Academy Trust in a positive manner and to treat all visitors with respect, courtesy, and consideration, to ensure that every effort is made to satisfy reasonable requirements and assist in the maintenance of an attractive welcoming campus.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for Wildern Academy Trust employees. Attendance at training courses may be required as part of professional updating.

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### JOB PURPOSE

To ensure the comfort and safety of all users of the Leisure Centre Facilities. To assist the Leisure Centre Manager/Deputy Manager/Duty Manager in the safe operation of the facilities.

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### RESPONSIBILITIES/ACCOUNTABILITIES:

- To maintain vigilant supervision of the Pools and other sports facilities to ensure the safety of users at all times.
- To assist in maintaining the safety and welfare of all customers, ensuring that usage and behaviour is not detrimental to the enjoyment of others.
- To administer first aid, effective pool rescues and to apply resuscitation as necessary.
- To be aware of and comply with the centre's NOP's, EAP's and health and safety procedures at all times.
- To deal with customers in a friendly and professional manner.
- To report any matter of concern to the Leisure Centre Manager/Deputy Manager/Duty Manager immediately.
- To ensure that a high standard of cleanliness is maintained throughout the centre and carry out cleaning duties as required.
- To wear the prescribed staff uniform and to meet presentation standards set in the staff handbook.

- To carry out patrols of the sports facilities including outdoor areas and report on any findings in the prescribed manner.
  - To prepare activity areas requiring the setting up/dismantling of equipment (Sports Hall, Multi Use Hall, Gym, MUGA, Tennis Courts, pitches and other areas directed by the Leisure Centre Manager/Deputy Manager/Duty Manager).
  - To ensure that all sports facility equipment is stored cleanly, safely and securely when not in use.
  - To report any maintenance issues using the prescribed procedures.
  - To assist the Leisure Centre Manager/Deputy Manager/Duty Manager with any tasks required to operate the centre
  - To participate in marketing and promotional activities set by the Leisure Centre Manager. This may include off site work.
  - To maintain training and undertake training as advised by the Leisure Centre Manager/Deputy Manager.
  - Ensure the site is attractive to users by supporting the site staff in any necessary removal of students/children/adults that should not be present.
  - To strictly follow procedures set out to manage confrontations (verbal and physical abuse) from users.
  - To ensure users adhere to the code of conduct for site use.
  - Such other duties as may be reasonably allocated or directed within the purview of the post.
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## **FLEXIBILITY STATEMENT**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Date Prepared:

Prepared By: Miss H Jones – Assistant Headteacher (Community)