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| **Department** | **Disability Day Services** |
| **Job Title** | Lifeguard |
| **Grade** | Grade 3 |
| **Primary Purpose of Job** | To ensure the effective day to day operation of the Leisure Centre and provide a safe and quality service for customers. |
| **Reporting To** | Centre Manager |
| **Staffing**  **Responsibilities** | N/A |

**Main Duties**

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| **1** | Supervise the conduct and safety of the public using sports equipment and/or facilities in all activity areas, changing rooms and circulation areas, ensuring correct and safe use of equipment, furniture and fittings. |
| **2** | Supervise the conduct and safety of all swimmers in the pool area and pool surround, carrying out pool lifeguard duties as required using appropriate lifeguard equipment and render assistance whenever necessary. |
| **3** | Assist the general public and users of the centre with queries and questions about the facilities. Promote the Centre’s image by providing a clean and safe environment. |
| **4** | Check on cleanliness of the poolside and activity areas and undertake general cleaning duties as required. |
| **5** | Prepare in advance all facilities with correct equipment and/or furniture as and when required according to the demands of the programme. Return equipment/furniture to storage areas after use. |
| **6** | Carry out regular patrols of the building and report all defects and damage to machinery, equipment, furniture, fittings, fabric or building. Remove any hazards as appropriate. |
| **7** | Re-stock vending and change machines as and when necessary. |
| **8** | Receive, unload and store supplies and equipment into the Centre. |
| **9** | Work within the centre’s Quality Systems, Service Standards, Health and Safety procedures, agreed operating policies and procedure and undertake any appropriate training in relation to the requirements of the job role. |
| **10** | To provide quality services that customers want and need and to seek feedback as appropriate. |
| **11** | To assist with basic reception duties as and when required. |
| **12** | Individuals must ensure that they conduct themselves in a safe manner and must take general responsibility for the safety of all users in the Centre in accordance with the Health and Safety at Work Act 1974. |

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| **Date Job Description prepared/updated:** | **November 2016** |
| **Job Description prepared by:** | **J Greenhalgh / C Wheeler** |



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| **Department** | | | | **Disability day services** | | |
| **Job Title** | | | | **Lifeguard** | | |
| **Stage One** | | | Disabled Candidates are guaranteed an interview if they meet the essential criteria | | | |
| **The Minimum Essential Requirements for the above Post are as Follows:** | | | | | | **Method of Assessment** |
| **1.** | **Skills and Knowledge** | | | | | |
| 1. | Knowledge of Health and Safety relating to the workplace. | | | | | Application Form/Interview |
| 2. | Ability to carry out pool lifeguard duties and render assistance as necessary. | | | | | Application Form/Interview |
| 3. | Ability to undertake basic reception duties | | | | | Application Form/Interview |
| 4. | Ability to effectively communicate verbally with customer and colleagues | | | | | Application Form/Interview |
| 5. | Able to plan and organise own area of work | | | | | Application Form/Interview |
| 6. | Ability to work as part of a team or under own supervision | | | | | Application Form/Interview |
| 7. | Able to undertake the physical duties of the job. | | | | | Application Form/Interview |
| 8. | **Competencies** – Please note the council’s corporate competencies, which are considered to be essential for all roles, are in the attached CORE COMPETENCIES document | | | | | Interview |
| **2. Experience/Qualifications/Training etc** | | | | | | |
| 1. | | Current National Pool Lifeguard Qualification Foundation Module | | | Application Form/Interview/Certificate | |
| **3. Work Related Circumstances** | | | | | | |
| 1. | | Ability to participate in a work rota which includes evenings and weekends. | | | Application Form/Interview | |
| 2. | | This post is subject to an enhanced disclosure from the Disclosure & Barring Service | | | Satisfactory DBS Disclosure | |
| 3. | | Able to undertake the physical duties of the job. | | | Application Form/Medical pre-employment check | |

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| **STAGE TWO** | | Will only be used in the event of a large number of applicants meeting the minimum essential requirements | |
| **Additional Requirements** | | | **Method of Assessment** |
| **1. Skills and Knowledge** | | | |
| 1. | Experience of poolside supervision | | Application Form/Interview |
| 2. | NPLQ Professional Module | | Application/Production of certificate. |
| **2. Experience/Qualifications/Training etc** | | | |
| 1. |  | |  |
| 2. |  | |  |

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| --- | --- |
| **Date Person Specification prepared/updated:** | **November 2016** |
| **Person Specification prepared by:** | **J Greenhalgh / C Wheeler** |

**These core competencies are considered essential for all roles within Bolton Cares. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period**

**Developing Self & Others**

Promote a learning environment to embed a learning culture.  Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development. Support and promote the principles of Investors in People.

**Civil Contingencies**

Bolton Council has a statutory duty under the Civil Contingencies Act to respond in the event of an emergency. If Bolton Council’s Emergency Management Plan is activated, you may be required to assist in maintaining key Council services and supporting the community.  This could require working outside of routine working hours and working from places other than your normal place of work.

**Equality & Diversity**

Uphold the principles of fairness and the Equality Act in all undertakings as a Bolton Council employee, including providing a fair, accessible service irrespective of customer’s race, religion, gender, sexuality, disability or age.

**Customer Care**

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring & professional image.

**Health & Safety**

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

**Data Protection and Confidentiality**

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow Council policies and procedures on dealing with personal information and information assets, including The Code of Conduct, Data Protection, Acceptable Use and Information Security policies. Personal or confidential data should only be accessed or used for council purposes.

**Fluency Duty**

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required byThe Immigration Act 2016.

**Working Hours**

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

**Safeguarding**

This Council is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure & Barring Service.