

**JOB DESCRIPTION**

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| **Post Title**: Apprentice Lifeguard | | | |
| **Department**: Operations | | **Post No**: | |
| **Division/Section**: Leisure | | **Post Grade**: Apprenticeship Salary | |
| **Location**: Any leisure facility operated by Bury Council.  (A working base will be nominated – Castle Leisure Centre. | | **Post Hours**: 37 | |
| **Special Conditions of Service**:  Evening and weekend work as part of normal working week.  Work towards achieving a National Pool Lifeguard Qualification and maintain by adhering to the staff training policy for NPLQ holders.  A uniform is provided which must be worn at all times.  Protective clothing must be worn at all times to comply with cleaning specifications and current Health and Safety Legislation. | | | |
| **Purpose and Objectives of Post**:  To provide customers with an enjoyable, safe and clean environment.  To promote the benefits of the health and fitness facilities operated by Bury Leisure. | | | |
| **Accountable to**: Leisure Facilities Operations Manager | | | |
| **Immediately Responsible to**: Duty Manager/ Head Attendant | | | |
| **Immediately Responsible for**: N/A | | | |
| **Relationships: (Internal and External)**  All Bury Council employees.  External  All members of the public.  Voluntary, sports and community organisations.  Suppliers of goods and services. | | | |
| **Control of Resources**:  Personnel: None  Financial: None  Equipment/Materials: The appropriate and effective use of equipment/materials relevant to the post.  Health & Safety: Ensure a safe environment for staff and public. | | | |
| **Duties/Responsibilities**:  1. To ensure a safe environment exists for all customers and colleagues.  2. To maintain the required lifeguarding qualification.  3. To attend staff training and CPD sessions as required.  4. To maintain high standards of building cleanliness both internally and externally.  5. To follow all written procedures as detailed in the PSOP.  6. To comply with all current health and safety legislation.  7. To make every customer contact count.  8. To erect and dismantle equipment as required and report any defects.  9. Administer first aid as required.  10. To assist in the control of admissions into the centre.  11. To take receipt of deliveries in accordance with written procedures.  12. To undertake basic maintenance duties.  13. To be observant at all times reporting any occurrences that may have a detrimental effect on day to day operation.  15. To assist the hirer with any requirements for special events.  16. To work flexibly when required between Bury Leisure facilities.  17. To ensure high levels of professional conduct at all times with particular reference to punctuality, dress and presentation and to wear the uniform provided whilst on duty. | | | |
| * As an employee of Bury Council you have a responsibility for, and must be committed to, safeguarding and promoting the welfare of children, young people and vulnerable adults and for ensuring that they are protected from harm. * Bury Council is committed to equality, diversity and inclusion, and expects all staff to comply with its equality related policies/procedures, and to treat others with fairness and respect. * The post holder is responsible for Employees Duties as specified with the Corporate and Departmental Health and Safety Policies. | | | |
| * **Health and Wellbeing** -As an employee of Bury Council you should contribute to a culture that values and supports the physical and emotional wellbeing of your colleagues | | | |
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| Where an employee is asked to undertake duties other than those specified directly in his/her job description, such duties shall be discussed with the employee concerned who may have his/her Trade Union Representative present if so desired. (See paragraph 203 of supplemental Conditions of Service) | | | |
| **Job Description prepared by:** | **Sign: Z Lang** | | **Date: 04-01-2022** |
| **Agreed correct by Postholder:** | **Sign:** | | **Date:** |
| **Agreed correct by Supervisor/Manager:** | **Sign:** | | **Date:** |



**DEPARTMENT FOR OPERATIONS**

**Apprentice Lifeguard**

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| **CORE BEHAVIOURS FOR THE POST (Please tick those relevant)** | | | |
| Commercial Thinking & Analysis |  | Planning |  |
| Customer Service | √ | Developing Self & Others | √ |
| Delivering Results |  | Teams, Networking & Partnerships |  |
| Values, Ethics & Diversity | √ | Adapting to Change |  |
| Delivering a Quality Service(Continuous Improvement) | √ |  |  |

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| **SHORT LISTING CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| Ability to achieve a National Pool Lifeguard Qualification. | **√** |  |
| Enthusiastic and well presented | **√** |  |
| Experience of dealing with members of the public |  | **√** |
| Understanding of making every contact count |  | **√** |
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Contd. overleaf

**CRITERIA FOR INTERVIEW AND OTHER ASSESSMENT METHODS**

**The short-listing criteria listed plus the following:**

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| **ASSESSMENT**  **METHOD** | **CRITERIA** |
| **Interview** | Must be capable of understanding pool safety issues and procedures. |
| **Test** | Demonstrate an ability to achieve the National Pool Lifeguard Qualification. |
| **Interview** | Must be a good communicator and able to support customers effectively. |
| **Interview** | Demonstrate ability to make every contact count. |
| **Interview** | Must demonstrate ability to maintain a National Pool Lifeguard Qualification by adhering to the staff training policy for NPLQ holders. |
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