

# DEARNE VALLEY LEISURE TRUST

## J O B   D E S C R I P T I O N

**Job Title:** Leisure Assistant

**Workbase:** Dearne Valley Leisure Centre

**Responsible To:** Manager/Duty Manager

**Responsible For:** Providing assistance in the supervision of all users of the Centre, whether participants or spectators.

**Job Purpose:** To provide assistance in the supervision of all Centre users in accordance with normal operating procedures.

### **Duties and Responsibilities:**

- 1 Ensure the supervision of all users of the Centre, whether participants or spectators, in accordance with the Rules of Management/Bye-Laws, or any other rules /regulations.
- 2 Ensure appropriate and safe use of all areas comprising the Centre in accordance with normal operating procedures (NOP) and the Contract Specification.
- 3 Ensure the supervision of swimming pool users in accordance with the Normal Operating Procedure and the Contract Specification.
- 4 Ensure the health and safety of all users of the Centre, responding to emergency situations in accordance with the Emergency Action Plans (EAP) and the Contract Specification.
- 5 Administer first aid if qualified or administer emergency aid if not qualified.
- 6 Ensure that the standards of hygiene and cleanliness in all areas of the Centre are in accordance with the Normal Operating Procedure and the Contract Specification.
- 7 Set up or dismantle equipment or apparatus efficiently and safely in accordance with the Normal Operating Procedures.

- 8** Assist in the implementation of aspects of Customer Care in accordance with guidelines set down applicable to the operation of the Centre.
- 9** The postholder's duties must be carried out in compliance with the Trusts Equal Opportunities Policy, Information Security Policies, Financial Regulations and Standing Orders and with the Health and Safety at Work Act 1974 and subsequent health and safety legislation.
- 10** These duties and responsibilities should be regarded as neither exclusive nor exhaustive and the postholder may be required to undertake other reasonably determined duties and responsibilities within the Trust, commensurate with the grading of the post, without changing the general character of the post.

**PERSON SPECIFICATION**

**Post Title: LEISURE ASSISTANT**

<b><u>ATTRIBUTES/REQUIREMENTS</u></b>	<b><u>ESSENTIAL</u></b>	<b><u>DESIRABLE</u></b>	<b><u>HOW IDENTIFIED</u></b>
<b>Education, Qualifications and vocational training</b>	RLSS National Pool Lifeguard Award (or be willing to train towards the award)	First Aid Qualification. Coaching Qualifications. NVQ Level 1 (Sport & Recreation) NVQ Level 2 (Facility Operations)	CV Certificates
<b>Relevant Experience</b>		Previous experience of working in Sports Centres/Swimming Pools.	CV Interview References
<b>Knowledge and Skills</b>	Inter Personal Skills. Customer Care	Pool Plant Operation. Leisure Facility Operational Procedures.	CV Interview References
<b>Personal Characteristics</b>	Ability to communicate effectively. Enthusiastic. Loyal. Reliable. Ambitious.	Ability to remain calm in trying circumstances. Ability to use own initiative. Self-Motivated.	CV Interview References
<b>Physical Attributes</b>	As Advised by Occupational Health. Physically fit /well groomed. Smart appearance.		Health Questionnaire Possible medical
<b>Additional Factors</b>	Able to work shifts, evenings and weekends.	Previous Unsocial Hours Working	CV Interview
<b>Contra-Indicators</b>			

