

## Post: Part Time Leisure Attendant

- Salary/Grade: Grade 5 - £19,171 to £19,945 per annum pro-rata
- Hours/Days: 20 Hours per week
- Permanent
- Location: Sharley Park Leisure Centre, Clay Cross, Chesterfield
- Closing Date: 29<sup>th</sup> September 2019
- Interview Date: To be Confirmed

## Job Details and Requirements

Candidates must be sports orientated, have a good understanding of a wide range of sports and activities and must hold the RLSS UK National Pool Lifeguard Award. A formal coaching qualification in ball/racket sports, together with some teaching or coaching experience would be an advantage.

Dependant on the successful recruitment to the post it may be necessary to appoint a second candidate to backfill posts at interview

The successful candidates will be subject to a Disclosure carried out by the DBS at the Enhanced Level.

## Contact Details

For an informal discussion about the post, please contact Malcolm Reed – Senior Facility Officer on (01246) 217278 or [malcolm.reed@ne-derbyshire.gov.uk](mailto:malcolm.reed@ne-derbyshire.gov.uk)

## Application Pack

If you are interested in this post, please visit the Jobs pages on the NEDDC websites <http://www.ne-derbyshire.gov.uk/index.php/your-council/jobs>

To apply using our online application form, please visit the Derbyshire Jobs website or by clicking on the following link: <https://jobs.derbyshire.gov.uk/>

Please note that **CV's will not be accepted.**

Alternatively, if you do not have internet access, application packs are available from:

- Telephone the NEDDC Contact Centre on 01246 217640.
- Email [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk)

Please return completed application forms to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG or to [humanresources.bdc&neddc@ne-derbyshire.gov.uk](mailto:humanresources.bdc&neddc@ne-derbyshire.gov.uk) by the advertised closing date.

We welcome applications from all sections of the community.

## Job Description

<b>Job title</b>	Leisure Attendant
<b>Service Area and Directorate</b>	Leisure Transformation Directorate
<b>Reports to</b>	Duty Officer
<b>Direct reports</b>	
<b>Grade</b>	5
<b>Salary range</b>	£19,171 to £19,945

### Job purpose

Day to day supervision of facilities and public.

### Duties and responsibilities

1. Supervising all users in the swimming pools, changing rooms, locker rooms, sports halls, squash courts, etc. where necessary.
2. Ensuring a high standard of cleanliness is maintained throughout the building, especially in the pool, pool surround, changing rooms, sports halls, including cubicles, showers, toilets and drains.
3. Undertake duties in accordance with Health and Safety standards.
4. Assisting swimmers in difficulty and applying artificial respiration as required.
5. Collecting tickets and safeguarding users' clothes, where necessary.
6. Ensuring that the appropriate equipment is set out at the right time and in the correct places and that equipment is immediately returned to the appropriate storage area after use. Also checking against any equipment losses.
7. Acting as Leader/Coach in the promotion of activities and events.
8. Ensuring that users vacate the facilities at the correct time.
9. Undertaking general cleaning and labouring duties and assisting where necessary with the maintenance of plant and equipment.

10. Postholders will normally be based at a particular pool/sports centre but will be expected to have a flexible attitude as officers will be required to work at any of the Council's establishments.

11. Assist in the training and development of new members of staff as required.

12. Attend any relevant training courses and conferences as required.

13. In the event of a declaration of a civil emergency or business continuity event you will be expected to undertake appropriate duties as directed by your line manager these may include working outside the normal working time parameters.

### **Working conditions**

Must be prepared to work unsocial hours & additional hours to cover for holidays, sickness etc, plus work at all establishments, as and when required.

### **Physical requirements**

Must be physically fit & capable of heavy lifting.

### **Corporate Duties and Responsibilities**

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.



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<b>Approved by:</b>	<i>Leisure Department</i>
<b>Date approved:</b>	<i>July 2019</i>
<b>Reviewed:</b>	

## PERSON SPECIFICATION

<b>Post Title:</b> Leisure Attendant	<b>Section:</b> Leisure		
<b>Directorate:</b> Transformation			
<b>Knowledge (Essential)</b>	<b>AM</b>	<b>(Desirable)</b>	<b>AM</b>
<ul style="list-style-type: none"> <li>Ability to deal face to face with a full age range of customers</li> <li>Ability to carry out cleaning tasks thoroughly</li> <li>A good understanding of a wide range of sports &amp; leisure activities</li> <li>Must be physically fit &amp; capable of heavy lifting.</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>		
<b>Qualifications</b>			
<ul style="list-style-type: none"> <li>RLSS UK National Pool Lifeguard 8<sup>th</sup> Edition Award</li> <li>Attend staff training sessions as required &amp; successfully retake lifesaving qualification on an annual basis.</li> </ul>	<p>a,i&amp;c</p> <p>a &amp; i</p>	<ul style="list-style-type: none"> <li>First Aid Certificate</li> <li>Formal Coaching Qualification/s</li> <li>Automated External Defibrillator Qualification</li> <li>Full driving licence</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>
<b>Experience</b>			
<ul style="list-style-type: none"> <li>Interest in sport/leisure</li> <li>Dealing with members of the public</li> <li>Experience of working in a team and acting on own initiative</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p> <p>a &amp; i</p>	<ul style="list-style-type: none"> <li>Some coaching or teaching experience or acting as a sports teacher</li> <li>Ability to undertake minor DIY tasks</li> </ul>	<p>a &amp; i</p> <p>a &amp; i</p>
<b>Skills</b>			
<b>Other Requirements:</b>			

**Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, (c) certificate check (o) others**

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In



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accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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