



JOB DESCRIPTION

LEISURE ATTENDANT

BSS LEISURE SERVICES

MAIN PURPOSE OF JOB:

To monitor and advise BSS Leisure Services guests and to provide/coordinate rescue care and emergency treatment.

MAIN DUTIES:

- To work as a team member completing facility daily task sheets.
- Maintain constant supervision of pool areas whilst lifeguarding.
- Ensure all sporting facilities and equipment is suitable for use.
- Supervise all members/guests and ensure their safety.
- Undertake monthly staff training including maintaining your NPLQ and training records.
- Represent the company in the appropriate manner with exceptional personal presentation.
- Wear the appropriate uniform.
- To work as a team to ensure high customer service and satisfaction.
- Ensure all lost property is handled and recorded in line with written procedures.
- Provide information and assistance with customers at reception, reporting any serious issues to the duty manager.
- Undertake general lifeguarding duties and ensure the pool is never left unattended or open when not in use.
- Be aware of general pool conditions and report any changes or areas of concern to the duty manager.
- Monitor and record the number of bathers in the pool as per written procedures, where numbers have exceeded specified limits ensure communications are made for additional support.
- Check safety and rescue equipment and report any defects to a duty manager.
- Complete any associated administration for your daily tasks.
- Assist in the preparation and operation of events and activities including the assembly and dismantling of equipment in a timely and safe manner.
- Ensure all cleaning duties are carried out as specified by the duty manager to the highest professional standards.
- Patrol all areas of the facilities to ensure safe usage for the customers.
- Maintain storage areas in a clean and tidy condition.
- Promote all activities to ensure a profitable business.
- Attend regular operation improvement meetings.
- To serve all customers and guests in the café where drinks and confectionary items will be sold.
- Educate bathers and customers of pool safety rules and appropriate behaviours.
- Undertake any reasonable request as specified by the duty manager.
- Comply with and promote the foundations health and safety policies and procedures and maintain a safe environment for pupils, staff and visitor's ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



PERSON SPECIFICATION

LEISURE ATTENDANT

BSS LEISURE SERVICES

EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
RLSS NPLQ Certificate	E	Application Form, Interview
First Aid at Work Certificate	D	Application Form, Interview
Level 1 SEQ Teaching Swimming	D	Application Form, Interview
Level 2 SEQ Teaching Swimming	D	Application Form, Interview
Child Protection Training	D	Application Form, Interview
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven Lifeguarding experience	E	Application Form, Interview
Understanding of relevant Health and Safety issues	E	Application Form, Interview
Knowledge of PSOP, Normal Leisure Operations and Emergency Actions	E	Application Form, Interview
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Customer focused	E	Interview, Reference
Enthusiastic, conscientious and hardworking	E	Interview, Reference
Resourceful and able to work on own initiative	E	Interview, Reference

Able to remain calm under pressure	E	Interview, Reference
Willingness to work flexibly	E	Interview, Reference
Good powers of observations and communication skills	E	Interview, Reference
Ability to work as part of a team	E	Interview, Reference
Caring and kind especially in relation to children	E	Interview, Reference



TERMS AND CONDITIONS

LEISURE ATTENDANT

BSS LEISURE SERVICES

SALARY
The rate of pay for this position is £12.84 per hour (plus £1.55 per hour holiday pay), based on point 03 of the Bolton School Support Staff Salary Scale.
HOURS OF WORK
To be worked on a casual basis as and when there is work available.
HOLIDAY
You will be entitled to receive pro-rata holiday pay of 5.6 weeks per annum. At the end of each month the School will pay you in lieu of any accrued but untaken holiday for the month. Holiday pay will be subject to the normal deductions.
LINE MANAGEMENT
Assistant Leisure Services Manager

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

As this role involves either working in early years provision, providing out of school care for children who have not attained the age of 8 or the direct management of such provision, satisfactory completion of a self-declaration form to confirm that the successful candidate has not been disqualified from working with children will be required.