

## **JOB DESCRIPTION**

<b>Post Title:</b>	<b>Lifeguard/ Swimming Teacher</b>
<b>Department:</b>	<b>Sports Centre</b>
<b>Reports to:</b>	<b>Sports Centre Manager /Assistant Manager</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Purpose of Role:</b>	<b>The core purpose of the role of the Lifeguard is to be involved with the overall delivery of the Leisure Programme.</b>

### **Key Tasks and Responsibilities**

- Promote the safeguarding and welfare of all members, students and visitors
- To undertake lifeguard duties in line with the normal operating procedure and ensure high levels of supervision are maintained at all times
- To be aware of and abide by the Pool Safety Operating Procedure, which contains the Normal Operating Procedure and Emergency Action Plan
- Teach a wide variety of swimming lessons internally and externally.
- Keep accurate records of swimming lesson including registers and progress on the Swim England National Plan for Teaching Swimming.
- Undertake cleaning duties as specified in the daily cleaning rota and to a high standard, being proactive in maintaining a high level of cleanliness throughout the facility
- Undertake duties on reception as required, including taking bookings, payments, cash reconciliation and customer queries
- To be responsible for ensuring customer use of the pool's facilities is consistent with the pool's admission policy
- To be aware of all emergency and critical incident procedures, logging and reporting any incidents occurring on shift
- To supervise holiday clubs/camps and maintain a presence in the Fitness Suite as required and directed by the Management Team
- Work with the Management Team and other staff to ensure the smooth running of the facility and have a good knowledge of health and safety.

## **Person Specification**

### **Qualifications**

#### **Essential**

- RLSS National Pool Lifeguard
- Swim England level 1 Swimming Teacher

#### **Desirable**

- Swim England level 2 Swimming Teacher
- Educated to GCSE standard or equivalent qualification/experience
- First Aid Qualification or a willingness to undertake one
- Knowledge of relevant Health and Safety legislation
- Willingness to further develop your career including undertaking continual professional development to achieve a high level of service

### **Skills/Experience**

#### **Essential**

- Experience of working with young people and/or the general public
- Experience in teaching to the Swim England National Teaching Plan.
- Ability to work as part of a team but also on own initiative
- Excellent communication and customer service skills
- A flexible approach to work including working early, late and weekend shifts
- Maintaining a high level of personal presentation, including wearing the appropriate uniform at all times

#### **Desirable**

- Comfortable with the use of ICT
- An interest in getting involved in the wider Sports Facilities provision on campus
- A willingness to respond positively to the changing operational needs of the facility
- Experience of working within the leisure industry

You may be required to undertake any other duties including Health & Safety and compliance within your capabilities and as maybe reasonably required.

This job description illustrates the main responsibilities of the job and is not intended to be exhaustive.