



## **JOB DESCRIPTION**

**Post Title:** Lifeguard

**Department:** Sports Centre

**Reports to:** Sports Facilities Manager and Duty Manager

**Responsible for:** N/A

**Purpose of Role:** The core purpose of the role of the Lifeguard is to be involved with the overall delivery of the Leisure Programme.

### **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
- 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

## **Person Specification**

### **Qualifications**

#### **Essential**

- National Pool Lifeguard Status

#### **Desirable**

- 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
- 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.