



# B O S T O N BOROUGH COUNCIL

Municipal Buildings, West Street, Boston, Lincolnshire, PE21 8QR



## Vacancy Details: Leisure Attendant

**Closing: Midnight on Sunday 19<sup>th</sup> August 2018**

### Contents

ADVERT .....	2
JOB DESCRIPTION & PERSONAL SPECIFICATION .....	2

Further Information and guidance on completing your application is available in the Application Information and Guidance booklet.

**Please note we do not accept CV's.**



## Leisure Attendant

Casual hours

£9.12 per hour + enhancements

We offer a variety of flexible Lifeguard opportunities – these can fit in with your College studies, can be a step into your career in the Leisure industry or can provide you with the opportunity to give back to your community.

If you're passionate about making sure that all our swimmers have a safe, and above all, fun time in the pool, then this job could be for you. To be considered, we will need you to hold a current RLSS NPLQ, but we will, of course, provide you with extra training as well, to make sure you're familiar with everything you need to be. Experience of working within a Leisure environment and dealing with the public, would be advantage.

The Geoff Moulder Leisure Complex offers several areas with many activities for all including a baby pool, slide, training pool, gym, studios, sauna, steam room, spa pool and relaxation area.

Your duties will include lifeguarding, erecting and dismantling equipment, ensuring the cleanliness of the centre and the safety of the general public following all relevant policies and procedures.

To succeed in this role, you'll need to be comfortable helping customers with issues away from lifeguarding, have a positive outlook on life and be able to communicate well with other members of your team.

**All positions are subject to an enhanced DBS check and candidates must be aged 18 or over.**

If you would like an informal discussion about the post, please contact Sarita Barton or Scott Higgins on 01205 314374, or email you questions to [leisure.centre@boston.gov.uk](mailto:leisure.centre@boston.gov.uk)

For further information, please visit our website at [www.boston.gov.uk](http://www.boston.gov.uk)

If you require assistance please contact People Services on 01205 314204.

**Please note that the Council does NOT accept CVs as application for posts.**

**Closing date: Midnight 19<sup>th</sup> August 2018**



# JOB DESCRIPTION & PERSONAL SPECIFICATION

**Boston Borough Council**



## Job Description

<b>Directorate</b> Place & Space	<b>Service</b> Leisure Services - GMLC
<b>Job Title</b> Leisure Attendant	<b>Grade</b> 3
<b>Reports to</b> Leisure Pool Manager The on Shift Duty Officer/ Team Leader	<b>Responsible FOR</b> n/a

Is this post eligible for a DBS check? **YES**

Boston Borough Council will re-check employees, as a minimum, at 3 yearly intervals.

Eligibility is for : Enhanced Check, Child Workforce, No Barred List

### A Purpose of job:

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|---|--|
| 1 | To be responsible for the safety, welfare and general discipline of all users of, and visitors to, in swimming pools and associated areas. |
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### B Main responsibilities, tasks and duties

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|---|---|
| 1 | Responsible for the supervision and safety of customers using the complex, in accordance with the Pool Safety Operating Procedures. |
| 2 | To ensure that clients know how to use the lockers correctly and assist with any difficulties as they arise                         |
| 3 | To make periodic security checks of changing areas and report any damage, faults etc. immediately to the Duty Officer.              |
| 4 | Responsible for setting up equipment for galas, competitions, fun sessions etc.   |
| 5 | To assist in the operation of vending and catering services i.e. stocking, selling, cleaning, dealing with queries etc.             |
| 6 | Clean all areas to required standards within the complex and external perimeter area.   |
| 7 | To interact courteously with the public as required.  |
| 8 | To carry out any other duties commensurate with the grade as instructed by Management.  |



9	<p><b>FOR RESTRICTED POSTS ONLY</b></p> <p>To maintain professional standards and expertise by undertaking relevant professional development.</p> <p>To maintain quality standards appropriate to the post.</p> <p>Be responsible for safeguarding and promoting the welfare of children wherever applicable within this role.</p> <p>Staff should be aware of the organisations safeguarding children policies. They must attend safeguarding children training appropriate to their role, be provided with information about safe practice and expected standard of conduct.</p>
<p><b>C Knowledge and skills</b></p>	
1	<p><b>Knowledge - Essential</b></p> <p>National Pool Lifeguard Qualification</p> <p>Automated External Defibrillator (AED) trained is essential or candidate must be will to undertake training.</p> <p>Understanding of safe working practices for lone workers.</p> <p><b>Knowledge – Desirable</b></p> <p>First Aid at work certificate or would be an advantage or candidate must be willing to train.</p> <p>ASA Level 1 Swimming Assistant or equivalent qualification , would be an advantage</p> <p>Fire warden trained, would be an advantage or candidate must be willing to train.</p> <p>Recognised Leisure based L2 Diploma, would be an advantage</p> <p>Previous Lifeguarding experience would be an advantage</p>
2	<p><b>Interpersonal Skills</b></p> <p>The ability to converse at ease with customers and provide advice in accurate spoken English is essential to the post</p> <p>Supervisory/ administrative skills must be evident</p> <p>Excellent customer care and communication skills are essential.</p> <p>Ability to motivate others and work effectively as part of a team.</p> <p>Must be confident in asserting yourself and taking charge of any situation</p>
3	<p><b>Mental Skills</b></p> <p>Must be highly motivated, with a commitment to tasks.</p> <p>Ability to assess new situations, identify risks and react appropriately whilst lone working.</p> <p>Good organizational/time management skills</p>



<b>4</b>	<p><b>Physical Skills</b></p> <p>Dexterity to use cleaning equipment as required is essential.</p> <p>Good IT skills for completion of admin duties relevant to post.</p>
<b>D RESPONSIBILITIES</b>	
<b>1</b>	<p><b>For supervision</b></p> <p>Ability to work effectively as part of a team.</p>
<b>2</b>	<p><b>For people</b></p> <p>An understanding of the responsibility for safeguarding and promoting the welfare of children is required</p> <p>Must be prepared to undertake safeguarding, disability, equality &amp; diversity, Health &amp; Safety, plus all other relevant training.</p> <p>This position requires the postholder to undertake Personal Safety Training, which may be held on a Saturday.</p> <p>Must be alert when undertaking poolside duties</p>
<b>3</b>	<p><b>For financial resources</b></p> <p>There is little or no, responsibility for financial resources.</p>
<b>4</b>	<p><b>For physical resources</b></p> <p>Must ensure that standards of cleaning are to a suitable standard for a leisure environment.</p> <p>Handling of computerised and manual information where care security and confidentiality are important.</p>
<b>E Work environment and demands</b>	
<b>1</b>	<p><b>Work demands</b></p> <p>Willing to work hours on a rota basis including early/late and weekend shifts.</p> <p>Hours of work are organised on a rota system.</p> <p>Must be available to work at short notice</p> <p>Must attend scheduled staff training and team meetings</p>
<b>2</b>	<p><b>Physical Demands</b></p> <p>Must be able to safely lift goods/equipment for example i.e. lane ropes, pool steps etc to prepare the leisure pool for use.</p> <p>Capable of cleaning all areas of complex &amp; external perimeter area which will require the use of cleaning chemicals and equipment.</p>



3	<p><b>Working conditions</b></p> <p>Pool side atmospheric conditions</p> <p>Cleaning duties will require the use of chemicals.</p>
<b>F Other</b>	
1	<p>The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder with the exception of those required at such a time when the Emergency or Business Continuity Plan is invoked during a genuine emergency situation where staff may be required to undertake work outside of their normal duties without prior consultation.</p>
2	<p><b>Equal opportunities</b></p> <p>The post holder is required to carry out the duties in accordance with Council Equal Opportunities policies.</p>
3	<p><b>Health and safety</b></p> <p>The post holder is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.</p> <p>All employees have a duty to take reasonable care for their own health &amp; safety and that of others. In particular they must:</p> <ul style="list-style-type: none"> <li>• Carry out all work in the prescribed manner and ensure that they follow training, information and instruction provided</li> <li>• Use equipment correctly at all times</li> <li>• Wear or use personal protective equipment provided</li> <li>• Report all unsafe acts, conditions, accidents or near misses</li> <li>• Suggest methods of eliminating hazards and reducing potential risks</li> <li>• Co-operate in the investigation of accidents with the objective of introducing methods to prevent a reoccurrence</li> <li>• Take part in risk assessments, workplace inspections, safety tours and audits when necessary</li> <li>• Observe safe systems and methods of working at all times, avoid taking short cuts or improvising which may give rise to unnecessary risks</li> </ul>
4	<p><b>Health Surveillance</b></p> <p>Employees are required to undertake such health surveillance, at the cost of the Council, as may be required. This may be identified by risk assessments or be a statutory provision such as those within the Health and Safety at Work Act 1974 and The Control of Noise at Work Regulations 2005.</p>





<p><b>5</b></p>	<p><b>Conduct</b></p> <p>The public are entitled to expect the highest standards of conduct from all employees who work for Local Government and that their conduct should never be influenced by improper motives. Employees should always remember the responsibilities to the community they serve and ensure courteous, efficient and impartial service to all groups and individuals within the community.</p> <p>Employees should be aware of the content of the Code of Conduct and ensure that they act within the Code at all times</p>
<p><b>6</b></p>	<p><b>Information security &amp; data protection</b></p> <p>Employees should ensure that confidential material including material about individuals is handled in accordance with the law.</p> <p>Employees are individually responsible for any information in their care whether computerised or manual.</p> <p>All Council policies on these issues should be adhered to.</p>
<p><b>7</b></p>	<p><b>Safeguarding</b></p> <p>Employees have a responsibility to safeguard and promote the well-being of all vulnerable adults, children and young people who participate in our services or whom they come into contact with through discharging various functions. This includes situations where the Council works directly with adult, service users who have care of children. Employees should be able to identify abuse or neglect and understand their responsibilities and what to do should they ever suspect or become aware that a child is being neglected, is being abused or is likely to suffer abuse.</p>
<p><b>8</b></p>	<p><b>Values</b></p> <p>We believe that everyone has a role to play in making our council successful.</p> <p>We expect everyone involved with Boston Borough Council to be:</p> <ul style="list-style-type: none"> <li>• open and honest with people</li> <li>• enthusiastic, positive and proud about working for Boston Borough Council</li> <li>• patient with people and take time to understand their concerns</li> <li>• approachable and clear with people</li> <li>• open to new ideas and willing to learn</li> <li>• caring and to treat people with respect, consistency and fairness</li> <li>• focused on customers</li> </ul>

