COMHAIRLE NAN EILEAN SIAR

JOB DESCRIPTION

Job Title:	Leisure & Recreation Attendant	**Job Number:**	Various
Department:	Education & Children's Services	**Grade:**	C
Location:	Western Isles Sports Centres	**Date:**	2026
Responsible To:	Chief Officer for Education & Children's Services; in the first instance to the Facilities Operations Manager.		

Job Purpose

The postholder will form part of a team providing pool lifeguard supervision and a range of other leisure facility services dependent on qualifications held or training provided by Comhairle nan Eilean Siar.

Duties

1. Supervise bathers in the pool and changing areas, in line with RLSS National Pool Lifeguard qualification.
2. To maintain RLSS Pool Lifeguard qualification by conforming to national training and updating guidelines.
3. Assist with and Fitness Suite supervisions and inductions in line with qualifications held or training given.
4. Ensure efficient operation of pool plant, in line with training provided or qualifications held.
5. Test pool water chemical balance, in line with training provided or qualifications held.
6. Operate the till and handle cash.
7. Answer enquiries on the phone, take bookings for all facilities.
8. The ability to work flexibly, including evenings and weekends.
9. Carry out cleaning duties in pool, surrounds, cubicles, toilets and changing areas, Fitness Suite etc.
10. Assist with coaching and teaching other sports and activities in line with training provided or qualifications held.

General Accountabilities

1. To ensure that all information received and disseminated, whether verbal, written or electronic concerning all employees, prospective employees or service users is treated in the strictest confidence and that all such information held is regulated and controlled in a similar manner in compliance with Data Protection legislation.
2. To ensure compliance with Standing Orders and Financial Regulations of the Comhairle.
3. To ensure that all duties and responsibilities are performed in a safe manner so that no risk to health and safety arises to yourself, any other employee or member of the public.
4. As the Comhairle is committed to the effective management of risk, it is the responsibility of all employees to carry out their duties and responsibilities with adequate regard for Risk Management as outlined within the Comhairle's Risk Management Policy.
5. To comply with the Comhairle's Equal Opportunity Policy in Service Delivery and Employment, thereby promoting a fair and quality service to all.
6. To keep under review your own development needs. Learning needs should be discussed and determined at your annual Performance Appraisal and you will be required to undertake training as identified and as appropriate and required for the effective performance of the duties of the post.
7. Any other duties or responsibilities that may need to be allocated from time to time to ensure the efficiency of the service.



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PERSON SPECIFICATION

This form lists the essential and desirable criteria required. Applicants will be leeted on the basis of meeting the criteria. Please ensure you complete your application form considering the criteria below.

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CRITERIA	ESSENTIAL	DESIRABLE
Knowledge	E1. Must hold a current RLSS National Pool Lifeguard Qualification E2. Understanding of customer focussed service.	D1. A nationally recognised Swimming Teachers qualification. D2. A nationally recognised Fitness Instructor qualification.
Skills and Abilities	E3. Able to work co-operatively as part of a team. E4. Well-developed communication skills with adults and children. E5. Demonstrate capacity to work on own initiative whilst also following written/verbal guidelines and procedures. E6. Ability to undertake a professional approach to a range of activities and services.	D3. Able to teach or coach a range of sports.
Education and Experience	E7. To have worked as a lifeguard or with the public.	D4. Experience in cash handling. D5. First Aid at Work Qualification.
Other Factors	E8. Able to work evenings and Saturdays. E9. Willingness to undertake additional training in a range of activities	D6. Current driving licence D7. Knowledge of Gaelic and/or commitment to learning the language.