



Job Description and Employee Specification [Leisure Attendant (Wet)]

Enterprise & Communities

Service:	Enterprise & Communities
Division:	Community Operations
Job Title:	Leisure Attendant (Wet)
Responsible to:	Assistant Community Venue Manager
Grade:	NLC4
Conditions of Service:	SJC
Job Evaluation Reference:	
Date of last review:	January 2024
<u>Job Outline</u> The Leisure Attendant Wet will be responsible to the Assistant Community Venue Manager to ensure the customers' safety, especially within the pool area.	
<u>Main Duties and Responsibilities</u> 1. Ensuring that NLC's policies, procedures and guidance are followed at all times. 2. You will be responsible for the safety of the users within the Venue, specifically regarding those within the swimming pool and performing lifeguard duties. You will also adhere to all aspects of the Council's Health and Safety Policy. 3. You will generally assist the Venue's users in answering their queries and helping them to enjoy the facilities at all times. 4. You will ensure the cleanliness and tidiness of the Venue and its surrounding areas by performing regular cleaning duties. 5. You will ensure the correct and proper behaviour of the users in and around the Venue. 6. You will monitor the users to ensure that they use the facilities as they were intended, do not abuse the Venue in any way and have obtained the appropriate ticket for the facility they are using. 7. You will be expected to work in all areas within and around the Venue and to carry out other such duties as may be ascribed by the Assistant Community Venue Manager. This job outline is intended to indicate the broad range of responsibilities and requirements of the post. It is neither exhaustive nor exclusive but, while some variation can be expected in particular duties, the outline is considered to provide a reasonable general description of the post.	

SPECIFICATION	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS/TRAINING - RLSS National Pool Lifeguard Qualification or willingness to work towards it. - First Aid Qualification.	X	X	Verification/Application Form/Interview
WORK EXPERIENCE - Minimal pool lifeguard experience - Working in a leisure environment including a swimming pool		X X	Application Form/Interview
KNOWLEDGE/SKILL/ABILITY - Customer care and communication skills - Strong swimmer - Team Worker - Pool safety supervision. - Working with powered cleaning equipment. - Awareness of health and safety issues.	X X X	X X X	Application Form/Interview
PERSONAL QUALITIES/ATTRIBUTES - Pleasant manner - Physically fit - Good communicator - Conscientious - Ability to concentrate and keep calm under pressure	X X X X		Application Form/Interview
OTHER Satisfactory PVG scheme membership (Protected Adults & Child) (application will be processed by the Council for successful candidates and must	X		Application Form/Interview

be attained prior to commencing employment) Swimming teaching or coaching qualification.		X	
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