



## CLAYESMORE

**Job Title:** Sports Assistant

**Responsible to:** Sports Centre Manager

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### Role Overview

The post holder will be part of a friendly team providing a fun, safe and quality experience for all of our customers.

### Responsibilities and Duties

#### Main Duties

- Acting as Sports Assistant/Lifeguard when required.
- To maintain a vigilant watch of the swimming pool areas in accordance with the Pool Safety Operating Procedures (PSOP) and take necessary action to ensure the safety of all pool users and staff.
- Perform inspection of pool safety equipment including rescue aids and alarms in accordance with the operating procedures.
- To ensure that all Pool equipment is stored safely and securely when not in use and to report any maintenance issues using the appropriate procedures.
- Support for, and delivery of, fitness classes (where qualified) and training including fitness room usage and maintenance.
- Setting up of equipment for School PE, Games, public and holiday activities as required.
- Directly interacting with centre users including pupils, staff and public to improve the customer experience.
- Cleaning of Sports Centre equipment and premises.
- Manning of the Sports Centre Reception and associated administrative tasks.
- Assisting with the delivery of commercial holiday activities.

#### Compliance

- Comply with extant health and safety requirements.
- Comply with the School's Data Protection Policy at all times.
- Comply with safeguarding measures and remaining vigilant to all safeguarding risks.
- Support the School's implementation of all other current statutory requirements in relation to this role e.g. Disability Discrimination Act, Access to Work, Equal Opportunities.
- To comply with the PSOP at all times

## **Skills, Knowledge and Experience**

- The post holder will possess a current, or be prepared to qualify for, RLSS National Pool Lifeguard Qualification (NPLQ) at the School's expense (prior to commencing employment)
- Attend regular Lifeguard training sessions to ensure ongoing personal development and compliance of the requirements of the NPLQ.
- The post holder is required to attend (and pass assessments) of any other training required or deemed appropriate by the Sports Centre Manager, including staff meetings.
- Candidates will be required to complete a swim test as part of the interview process and must be able to demonstrate the ability to do the following:
  - Jump/dive into deep water
  - Swim 50 metres in no more than 60 seconds
  - Swim 100 metres continuously on front, back and side then tread water for 30 seconds in deep water
  - Surface dive to floor of pool to collect a manikin (in deepest part - 2 metres)
  - Climb out unaided without ladders/steps and where pool design permits

## **Personal Attributes**

- The post holder will be a confident and enthusiastic individual with a strong work ethic and a desire to learn.
- The ability to work effectively in a team as well as autonomously is essential.
- A high standard of personal appearance is required and all issued uniform must be maintained accordingly.
- The Sports Centre runs on a busy schedule so punctuality is vital.

## **Working Conditions**

The post holder works in a well-maintained Centre where there are facilities and procedures in place to minimise the risk to health and safety. The mix of activities undertaken requires computer use. The role will involve a degree of physical activity, walking, standing and assisting in the manual handling of large equipment (for which guidance is provided); however a degree of physical fitness is essential. When working in a pool environment the conditions will be warm, humid and noisy and may be endured for prolonged periods.

This position will involve evening and weekend work including the need to cover at short notice if required and may be required to undertake any duty within their capability and skill set; including duties not normally associated with the Sports Centre. Holidays are taken with the agreement of the Line Manager.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

**Date reviewed:** September 2020  
**Reviewed by:** Sports Centre Manager/ Human Resources Manager