

# JOB DESCRIPTION



Ribble Valley  
Borough Council

[www.ribblevalley.gov.uk](http://www.ribblevalley.gov.uk)

<b>JOB TITLE:</b>	Temporary Lifeguard (Maternity Cover)
<b>REFERENCE NO:</b>	COM899
<b>SALARY SCALE:</b>	Scale 1B (scp 3-4) £12.45 to £12.65 per hour.
<b>HOURS OF WORK:</b>	37 hours. Mon – 7 am to 3 pm (7.5 hours with 30-min meal break) Tues – 7 am to 3 pm (7.5 hours with 30-min meal break) Weds - 7 am to 3 pm (7.5 hours with 30-min meal break) Thurs - 7 am to 3 pm (7.5 hours with 30-min meal break) Friday- 7am to 2:30pm (7 hours with 30-min meal break)
<b>POST NO:</b>	M160
<b>SERVICE AREA:</b>	Ribblesdale Pool
<b>RESPONSIBLE TO:</b>	Duty Officer
<b>RESPONSIBLE FOR:</b>	-
<b>JOB PURPOSE:</b>	To support the provision of safe swimming and delivery of high standards of customer service from Ribblesdale Pool.
<b>MAIN DUTIES:</b>	To perform Lifeguard and cleaning duties as necessary as required by the day to day operational needs of the service.

## KEY RESULT AREAS:

- To be fully aware of the pool's health & safety and emergency evacuation procedures as established in the NOP and EAP.
- To maintain a valid National Pool Lifeguard Award and attend staff training sessions as appropriate.
- To undertake lifeguard duties with respect to both the main and teaching pools in line with the facility's Normal Operating Procedures, and ensure that high standards of pool vigilance are maintained at all times.
- To undertake cleaning duties as specified in the pool's cleaning schedules to ensure that high standards of cleanliness are maintained.

- To provide accurate information about the facility and its swimming activity programme as requested and communicate clearly with staff and customers at all times.
- To work either, as a member of a team or individually, and be an effective time manager.
- To be responsible for ensuring customer use of the pool's facilities is consistent with the pool's admission policy.
- To deliver a high standard of customer care and maintain and project a positive, enthusiastic and friendly attitude.
- A high level of personal presentation is important and the pool uniform must be worn at all times.
- To have a flexible attitude to work and undertake any other duties that may be required by the Pool Manager/Duty Officer.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Signed ..... Date .....

Name (Print) .....

# PERSON SPECIFICATION

ESSENTIAL	DESIRABLE	TO BE IDENTIFIED BY
<b>Qualifications</b>		
National Pool Lifeguard.		Application Form/ Interview
	Recognised First Aid Qualification.	Application Form/ Interview
	Swimming Instruction Awards.	Application Form/ Interview
<b>Experience</b>		
Working in a public orientated environment.		Application Form/ Interview
	Working in a public orientated leisure environment at a swimming pool or sports centre.	Application Form/ Interview
<b>Skills/Knowledge</b>		
Excellent interpersonal skills.		Application Form/ Interview
Excellent organisational skills.		Application Form/ Interview
A positive and knowledgeable approach to customer service.		Application Form/ Interview
Ability to work on own initiative.		Interview
Ability to work as part of a team.		Interview
	Working knowledge of Health and Safety Legislation.	Application Form/ Interview
	A good understanding of sports leisure recreation.	Application Form/ Interview