

Northumberland County Council

JOB DESCRIPTION

Post Title: Pool Lifeguard	Director/Service Children's Services		Office Use
Grade: Band 4	Workplace: Astley Community High School		JE ref: S1080
Responsible to: Business Support Officer – Community Learning and Premises/Community Sports Development Officer - Swimming	Date: July 2014	Manager Level:	HRMS ref:

Job Purpose: Provide Lifeguard cover during community swimming lessons and other events to ensure appropriate health and safety of the people attending swimming classes

Staff	None
Finance	Support the Swimming Tutor during enrolment times
Physical	Shared responsibility for set up of equipment
Clients	Duties as to ensure health and safety of users

Duties and key result areas:

1. To advise the Swimming Tutor of any matter requiring urgent attention
2. To follow and promote the ALA / RLSS Child Protection Policy and the Astley Community High School Protection Policy
3. Assess the conditions and their likely effect on patrol
4. Promote awareness of specific and general hazards
5. Set an example to fellow users
6. Provide accurate and authoritative advice on the operation of the service
7. Manage the public correctly to encourage safe and socially responsible behaviour
8. Ensure good observation throughout the session and anticipate problems
9. Identify an emergency quickly
10. Carry out rescues where necessary with the use of appropriate rescue equipment
11. Give immediate first aid in the event of an injury or trauma
12. To ensure the correct equipment is present and in good working order
13. To ensure that there is sufficient first aid equipment and that stock is replenished regularly
14. Be aware and understand the facility Emergency Action Plan (EAP's) and Normal Operating Procedures (NOP's)
15. To complete any relevant paperwork and record any problems to the Swimming Tutor
16. To deal with any emergencies aquatic or land based and then record the facts
17. To keep the environment clean and tidy
18. To ensure the place is left secure and no exit to poolside is left open when the session is complete
19. To ensure the changing facilities are clean and safe for the public to use
20. Any other duties relevant to the post

Work Arrangements	
Transport requirements:	
Working patterns:	Twilight and weekend sessions
Working conditions:	Keep training up to date and maintain training records

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PERSON SPECIFICATION

POST: Pool Lifeguard	SERVICE: Children's Services	Ref: S1080
Essential	Desirable	Assess By
Qualifications and Knowledge		
RLSS National Pool Lifeguard Qualification Up to date criminal records check Awareness of Health & Safety legislation and its application in the workplace An appreciation of the context of the service A willingness to undertake job related training	Previous experience of working in a swimming pool ASA Level 2 Certificate in Teaching Swimming (or equivalent)	A, I, R
Experience		
Ability to undertake basic administrative functions Ability to communicate well with both adults and children	Experience of delivering swimming lessons to children and adults within context of ASA level qualification	A, I, R
Skills and competencies		
Responsible Well Organised Able to communicate well Good administration skills Tact and discretion Able to plan own time		A, I, R
Physical, mental and emotional demands		
A need to be aware of potential hazards Able to maintain general awareness for safe working conditions with periods of concentration		A, I, R
Motivation		
Reliable / good time keeping Keen interest in sport Committed to excellent quality and customer service Ability to follow instructions Able to adapt to change by adopting a flexible and cooperative attitude Supportive and adapts well to team working Demonstrates integrity and upholds values and principles		A, I, R

Key to assessment methods; (a) application form, (c) certificates, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits