

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Lifeguard
/Leisure
Assistant





JOB DESCRIPTION AND PERSON SPECIFICATION

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role is considered as working with high level safeguarding responsibilities and access to children. Full safeguarding checks will be made on the successful applicant. The post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Job Titles: Lifeguard / Leisure Assistant

Main Purpose of the role: To Supervise activities in the Swimming Pool as directed by the Swimming Pool Coordinator or Swimming Pool Manager.

Reporting to: Swimming Pool Coordinator or Swimming Pool Manager

Reporting to the job holder: N/A

Main responsibilities and duties:

Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact with.

To be responsible for the safety of all swimmers and clients entering the swimming pool under the Health and Safety Policies.

To be aware of the Swimming pools PSOP including Normal Operating Procedures and the Emergency Action Plan and to operating within their guidance at all times

To ensure all Swimming Pool users comply with the swimming pool policies.

To complete the Lifeguard Log for all sessions.

To ensure the cleanliness of all areas of the building at all times when on duty including the start and end of each shift, as stated on the Daily Life Guard Job sheets.

To check all areas at the start of each shift to make sure they are fit for use, reporting any hazards, maintenance requests or faulty equipment found to the Swimming Pool Co-ordinator.

To set up the lane ropes to separate class areas for Queenswood Swim School and throughout all sessions work together with teachers to keep all equipment on poolside neat and tidy.

To take out and replace shallow end touch boards and store safely on pool side,

To ensure the pool is set up to the requirements for the next client. Ensure all equipment is stored neatly (for example floats, woggles, flippers).

To be available for deep cleaning during Swim School holidays. Times to be arranged by the Swimming Pool Coordinator.

During non-poolside times act as liaison between clients and swimming teachers.

To attend regular CPD Training to keep skills up to date and any staff meetings as required.

To keep all qualifications up to date including Child Protection.

Other duties that are deemed appropriate to the role by the Swimming Pool Coordinator or Swimming Pool Manager.

Person Specification

	Essential These are qualities without which the Applicant could not be appointed	Desirable These are extra qualities which can be used to choose between applicants who meet all of the essential criteria
Qualifications	RLSS or STA National Pool Lifeguard Qualification that is in Date	Child Protection/ Safeguarding Children Certificate
Experience		Duty lifeguard experience on Poolside
Skills	Good Communication and awareness skills	
Knowledge	Good knowledge of Basic First Aid and Rescue techniques	
Personal competencies and qualities	Being able to work well as a Team member to ensure that all duties are covered.	

Hours of Work/ Times / Weeks per year

QSS LG's work on a shift pattern over Wednesday and Thursday afternoons from 15.45 -18.45 and Saturdays between 09.00 and 12.30. Lifeguard rotas are issued on a termly basis during QSS term times only.

During school holidays there may be additional hours covering QSS Crash Courses and lifeguarding for some of our pool lets. Hours to be discussed if necessary.

Holidays

Lifeguards receive an additional payment at the end of each term in lieu of annual leave entitlements.

Other relevant information

Queenswood Swim School is a professional organisation and Lifeguards are required to act in professional manner at all times.

The Lifeguards play an essential role in the safe and professional operation of Queenswood Swim School.