

# Lifeguard

## Job Description

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role</p>	<p><b>Job Title:</b> Lifeguard</p> <p><b>Location:</b> De Parys Avenue, Bedford</p> <p><b>Job Purpose:</b> The key purpose of the Lifeguard is to ensure the safety of everyone within the pool and surrounding area and actively carry out any rescues and subsequent lifesaving actions as necessary. The role also includes the supervision, discipline and customer service of everyone within the pool area.</p> <p><b>Reporting Line:</b> Sports and Lettings Manager</p> <p><b>Hours:</b> As required to meet the needs of the Recreation Centre during term time and school holidays, but the post-holder will be required to work as necessary to complete the job (subject to the Working Time Regulations 1998)</p>
<p>Main duties and responsibilities</p>	<p>This job description does not form part of the contract of employment and may be varied in accordance with the demands of the appointment.</p> <p>The main duties and responsibilities of the Lifeguard are as follows (this list is not exhaustive):</p> <ul style="list-style-type: none"> <li>• To maintain constant surveillance of all users within the swimming pool area.</li> <li>• To monitor and correct any unsafe practices carried out by swimmers/bathers.</li> <li>• To ensure all equipment used is put away at the end of the session in the correct storage areas.</li> <li>• To ensure all pool rules are adhered to (copy of Pool rules will be handed out to all new Lifeguards on the day of their induction)</li> <li>• To fully understand and carry out the actions required of the lifeguard during any emergency procedures. A copy of the EAP will be handed out together with a full</li> </ul>

	<p>induction by the Sports and Lettings Manager or staff member on duty prior to any new lifeguard starting work.</p> <ul style="list-style-type: none"><li>● To report all accidents or incidents to the staff member on duty as soon as possible as appropriate but in any event at the end of the session. Ensure that accident report forms are completed fully outlining the details of the accident or incident.</li><li>● To report any damage of equipment or pool environment to the staff member on duty.</li><li>● To ensure the swimming pool is left in a secure state at the end of the session. Fire exit doors must be closed, changing room doors shut each with the wooden bars and staff swimming pool door closed so entry is only possible via the entry code system.</li><li>● To attend mandatory lifeguard training sessions held each term. Dates of such training sessions will be made known in advance.</li><li>● To carry out any other reasonable duties as required by the Sports and Lettings Manager.</li></ul>
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You may also be required to undertake such other comparable duties as the Trust requires from time to time.

## Person Specification – Title

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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	Lifeguard qualification	First Aid qualification	<i>Certificates</i>
<b>Experience</b>		<p>Previous experience within sports centre (or similar) environment</p> <p>Experience in a customer facing role (for example – receptionist)</p>	<i>Application form and interview</i>
<b>Skills and Knowledge</b>	<p>Ability to cope under pressure and remain calm in a crisis or in the event of an emergency</p> <p>Demonstrates an understanding of good customer care</p> <p>Effective time management and organisational skills</p> <p>Effective communication skills</p> <p>Able to follow procedures effectively</p> <p>Excellent interpersonal skills, with the ability to develop effective working relationships with others</p>	<p>Knowledge of Cleaning equipment and chemicals (inc COSHH (Control of substances hazardous to health) regulations).</p>	<i>Application form and interview</i>
<b>Personal competencies and qualities</b>	<p>Adaptable and flexible to meet the needs of the School</p> <p>Able to work effectively unsupervised and complete set tasks</p> <p>Ability to work as part of a team</p> <p>Able to use own initiative</p>		<i>Interview and references</i>