

Northumberland County Council

**JOB DESCRIPTION**

<b>Post Title:</b> Pool Lifeguard		<b>Director/Service</b> Children's Services		<b>Office Use</b>	
<b>Grade:</b> Band 4		<b>Workplace:</b> Astley Community High School			JE ref: S1080
<b>Responsible to:</b> Business Support Officer – Community Learning and Premises/Community Sports Development Officer - Swimming		<b>Date:</b> July 2014		<b>Manager Level:</b>	
<b>Job Purpose:</b> 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			
<p><b>Duties and key result areas:</b></p> <ol style="list-style-type: none"> <li>1. To advise the Swimming Tutor of any matter requiring urgent attention</li> <li>2. To follow and promote the ALA / RLSS Child Protection Policy and the Astley Community High School Protection Policy</li> <li>3. Assess the conditions and their likely effect on patrol</li> <li>4. Promote awareness of specific and general hazards</li> <li>5. Set an example to fellow users</li> <li>6. Provide accurate and authoritative advice on the operation of the service</li> <li>7. Manage the public correctly to encourage safe and socially responsible behaviour</li> <li>8. Ensure good observation throughout the session and anticipate problems</li> <li>9. Identify an emergency quickly</li> <li>10. Carry out rescues where necessary with the use of appropriate rescue equipment</li> <li>11. Give immediate first aid in the event of an injury or trauma</li> <li>12. To ensure the correct equipment is present and in good working order</li> <li>13. To ensure that there is sufficient first aid equipment and that stock is replenished regularly</li> <li>14. Be aware and understand the facility Emergency Action Plan (EAP's) and Normal Operating Procedures (NOP's)</li> <li>15. To complete any relevant paperwork and record any problems to the Swimming Tutor</li> <li>16. To deal with any emergencies aquatic or land based and then record the facts</li> <li>17. To keep the environment clean and tidy</li> <li>18. To ensure the place is left secure and no exit to poolside is left open when the session is complete</li> <li>19. To ensure the changing facilities are clean and safe for the public to use</li> <li>20. Any other duties relevant to the post</li> </ol>					

<b>Work Arrangements</b>	
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**

<b>POST:</b> Pool Lifeguard	<b>SERVICE:</b> Children's Services	Ref: S1080
<b>Essential</b>	<b>Desirable</b>	<b>Assess By</b>
<b>Qualifications and Knowledge</b>		
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
<b>Experience</b>		
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
<b>Skills and competencies</b>		
Responsible Well Organised Able to communicate well Good administration skills Tact and discretion Able to plan own time		A, I, R
<b>Physical, mental and emotional demands</b>		
A need to be aware of potential hazards Able to maintain general awareness for safe working conditions with periods of concentration		A, I, R
<b>Motivation</b>		
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**