

Swimming Teacher/Leisure Attendant (one post)

- Salary/Grade: Grade 5, £10.83 to £11.94 per hour (Swimming Teacher)
Grade 3, £9.06 to £9.48 per hour (Leisure Attendant)
- Fixed Term/Perm/Temp/Casual: Temporary (Maternity Cover)
- Hours: 31 hours per week
- Location: BDC, The Arc, High Street, Clowne, Chesterfield, S43 4JY
- Closing Date: 17th December 2018
- Interview Date: To be confirmed

Job Details and Requirements

The above opportunity is now available at the Go Active facility in Clowne. The successful candidate will ensure the safe, efficient and effective supervision and delivery of the Council's learn to swim programme. To be short-listed for interview candidates **must** possess the following:-

- Excellent understanding of swimming teaching
- Understanding of customer computerised booking systems
- Understanding of the operation of leisure facilities and equipment including Health and Safety awareness
- National Pool Lifeguard Qualification
- Swimming Teachers Level 2
- Experience working with pool plant
- Experience of cash handling
- Excellent interpersonal communication skills
- Customer service skills
- Ability to work in a team environment
- Must be physically fit and capable of heavy lifting
- Experience of pool supervision

Contact Details

For an informal discussion please contact David Hall, Duty Manager, (01246) 242365, david.hall@bolsover.gov.uk

Application Pack

If you are interested in this post please go to the Jobs page on the BDC Website.

Our preferred method of application is online and **CV's will not be accepted**. Alternatively, if you do not have access to the internet, you can:

- Telephone the BDC Contact Centre on (01246) 242424
- Email humanresources.bdc&neddc@ne-derbyshire.gov.uk

Please return completed application form to HR & OD Shared Service, District Council Offices, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG by the advertised closing date.

We are striving for diversity and welcome applications from all sections of the community.

Swimming Teacher Job Description

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|-----------------------|---|
| Job title | Swimming Teacher |
| Reports to | Duty Manager |
| Direct reports | |
| Grade | 5 |
| Salary range | SCP9 – 12, £20,912 to £23,050 per annum |

Job purpose

To ensure the safe, efficient and effective supervision and delivery of the Council's learn to swim programme on establishments throughout the District

Duties and responsibilities

The teaching of swimming to all ages and abilities in accordance with the Council's present and future swimming tuition programme and associated strategies.

All necessary administration in connection with the swimming tuition programme including taking payments as part of the enrolment process. Liaising with the swimming development lead officer and other swimming teachers to ensure consistent service delivery

Keeping up to date with new trends and developments in swimming teaching and in association with others contribute to ongoing programme development.

Being available to offer advice and information to parents or other persons receiving swimming tuition.

Providing feedback to the management team on the swimming tuition programme, highlighting achievements or matters which require corrective action.

Providing School Swimming tuition in accordance with the National Curriculum including giving advice, guidance and the supervision of Education support staff at waters edge.

Completing progress records for children attending school swimming in accordance with National Curriculum requirements.

Taking the lead in teaching classes where support personnel may be provided to support the swimming programme covering absence or for promotional \ development purposes.

Checking swimming tuition equipment and reporting replacement needs or repairs as directed.

Ensuring all lessons are delivered in accordance with defined standards including both safety and quality.

Supervising activities and lifeguard duties (where applicable).

To be aware of the requirements of normal operating procedures, Child Protection Policy and emergency action plan for Council Sport and Leisure facilities.

Working conditions

To undertake staff training sessions regularly to keep up to date with any changes and to keep qualifications valid. At least one session per month of staff training should be undertaken.

Regular evening and weekend work, shift work and unsocial hours

Physical requirements

Role will involve assisting where required with range of facilities related tasks such as moving equipment, maintenance

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

- Health and Safety at Work.
- Equality and Diversity.
- Data Protection (Employees must at all times abide by the principles of the Data Protection Act 1998 and guidance provided by the Council in the form of policies and procedures).
- Customer Service.
- Community Safety (Section 17 of the Crime and Disorder Act requires the Authority and individual employees to consider how community safety can be improved when the functions of the Authority are exercised).
- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

Any other duties commensurate with the grade as determined by management.

Any job description provided to you by the Council will not form part of your contract of employment.

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| Approved by: | <i>W Carter</i> |
| Date approved: | <i>May 2016</i> |
| Reviewed: | <i>April 2017 (pay)</i> |

PERSON SPECIFICATION

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|--|-------------------------|--|-----------|
| Post Title: Swimming Teacher | Section: Leisure | | |
| Directorate: Transformation | | | |
| Knowledge (Essential) | AM | (Desirable) | AM |
| <ul style="list-style-type: none"> • Excellent understanding of Swimming Teaching • Understanding of customer computerised booking systems • Understanding of the operation of leisure facilities and equipment including Health and Safety awareness | a, i & c | | a & i |
| Qualifications | | | |
| <ul style="list-style-type: none"> • Swimming Teachers Level 2 | | <ul style="list-style-type: none"> • First aid at work • RLSS UK National Pool Lifeguard Award | |
| Experience | | | |
| <ul style="list-style-type: none"> • Experience working with pool plant • Experience of cash handling | a & i | | a & i |
| Skills | | | |
| <ul style="list-style-type: none"> • Excellent interpersonal communication skills • Customer service skills • Ability to work in a team environment | a & i | | a & i |
| Other Requirements: | | | |
| <ul style="list-style-type: none"> • Must be physically fit & capable of heavy lifting | a & i | | a & i |

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

Equality Act 2010

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. In accordance with the Equality Act, candidates will be asked if they have any specific requirements relating to the selections process.

Schedule 9 Part 1.1(1) of the Equality Act also permits targeted recruitment on grounds of Genuine Occupational Requirement.

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| Reviewed: | |

Lifeguard / Leisure Attendant Job Description

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|-----------------------|-------------------------------|
| Job title | Lifeguard / Leisure Attendant |
| Reports to | Duty Manager |
| Direct reports | |
| Grade | 3 |
| Salary range | £17,491 to £18,291 per annum |

Job purpose

To ensure the efficient, effective and economic operation of sports, leisure and recreational establishments throughout the District, including a wide range of duties, in wet, dry and other operational areas.

Duties and responsibilities

Flexibility in general leisure duties including control, organisation and implementation of the work of Leisure Services, its assets and resources employed, systems and methods of work, ensuring:-

- (a) Maximum cost effectiveness
- (b) Maximum efficiency
- (c) Maximum economy of service provided
- (d) Total service provision to the public

To maintain an understanding of Legislation and Codes of Practice associated with:-

- (a) Health and Safety at Work Act
- (b) Office, Shops and Railway Premises Act
- (c) Environmental Legislation
- (d) Public Health Acts 1936-1961
- (e) Amenities Act 1971 etc.
- (f) Fire Regulations.

To understand fully the normal operating procedures for leisure facilities

The day to day oversight and control of the public using the leisure facility with a view to preventing injury, misuse and damage.

Ensuring a high standard of cleanliness is maintained throughout the building especially in the pool, pool surround, thermal suite, changing rooms, toilets and showers

Assist swimmers in difficulty and undertake CPR where necessary. To be prepared to participate in emergency standby provision and other emergencies associated with the management of Leisure Facilities.

To ensure that all schedules and programmes are adhered to, ensuring continuity of service at all times.

To ensure that all equipment is maintained and stored in accordance with the manufacturer's instructions and Authority's Codes of Practice.

To participate in and ensure the security of equipment, goods, stocks, stores and the facility as a whole.

To ensure that duties are undertaken in a quick, programmed and efficient manner, ensuring profitable operation procedures are implemented and maintained.

To efficiently and effectively assist in the marketing of the facilities with the prime aim of encouraging the public to use the facility, on an on-going basis.

To respond to enquiries concerning all clients, members of the public, other Services of the Council.

Additional Duties if required and appropriately qualified

To deliver group fitness classes and teaching as appropriate

Working conditions

To undertake staff training sessions regularly to keep up to date with any changes and to keep qualifications valid. At least one session per month of staff training should be undertaken.

Regular evening and weekend work, shift work and unsocial hours

Physical requirements

Role will involve assisting where required with range of facilities related tasks such as moving equipment, maintenance

Corporate Duties and Responsibilities

To familiarise yourself with the principles of, and key Council documents and policies relating to:

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- Safeguarding Vulnerable Adults
- Child Protection Policy.
- Risk Management.

This job description sets out a summary of the key features of the role. It is not intended to be exhaustive and will be subject to review (on an annual basis).

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PERSON SPECIFICATION

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| Post Title: Lifeguard / Leisure Attendant | Section: Leisure | | |
| Directorate: Transformation | | | |
| Knowledge (Essential) | AM | (Desirable) | AM |
| <ul style="list-style-type: none"> • Excellent understanding of the Leisure Industry • Understanding of customer computerised booking systems • Understanding of the operation of leisure facilities and equipment including Health and Safety awareness | a, i & c | | a & i |
| Qualifications | | | |
| For core duties <ul style="list-style-type: none"> • RLSS UK National Pool Lifeguard Award For additional duties <ul style="list-style-type: none"> • Relevant fitness class / Instructor qualifications | | <ul style="list-style-type: none"> • First aid at work • Sports Coaching • Pool Plant Operators certificate | |
| Experience | | | |
| <ul style="list-style-type: none"> • Experience working with pool plant • Experience of cash handling | a & i | | a & i |
| Skills | | | |
| <ul style="list-style-type: none"> • Excellent interpersonal communication skills • Customer service skills • Ability to work in a team environment | a & i | | a & i |
| Other Requirements: | | | |
| <ul style="list-style-type: none"> • Must be physically fit & capable of heavy lifting | a & i | | a & i |

Key to Assessment Methods (AM); (a) application form, (i) interview, (p) presentation, certificate check (c) (o) others

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