

TORFAEN LEISURE TRUST

JOB DESCRIPTION



Position Details	
Position Title: Sports Assistant	
Salary: National Minimum Wage	
Section/Unit: Centre Management	Location: Fairwater LC, Pontypool ALC, Cwmbran Stadium
Responsible To: Assistant Manager / Duty Manager	Responsible For: No Staff Responsibility
Date Issued: April 2023	

Job Purpose
To assist with the daily running of the centre, including life-guarding the pool, activity set ups, daily cleaning tasks and safety checks, ensuring the highest standards are maintained.
To create a positive first impression to all customers and visitors of the centre.

Principal Accountabilities and Responsibilities
<ul style="list-style-type: none">• To be responsible for the supervision of the swimming pool on a rotational basis each shift, ensuring that it is adequately supervised at all times in accordance with the centre's written Pool Safety Operating Procedures.• To assist in assembling and dismantling of activity equipment required in line with customer's needs and Operating Procedures.• To ensure the safe operation of the equipment making sure it is in good working order, in line with the centre procedures.• To be committed to personal professional development, which will support and enhance the provision of the service to customers of the centre.• To complete general cleaning duties to the agreed quality standards as per the centre schedules. At all times fully complying with COSHH regulations.• Ensure all areas of the building and surrounding areas are clean and tidy.• Complete all required checks and inspections in line with the agreed standards. Report and record completion of these tasks using the centre processes in place at all times.• Carry out First Aid where necessary.• To be customer led and focussed at all times and engage positively and in a professional manner with all centre customers and visitors.• To undertake any other duties deemed reasonable by a Line Manager to ensure the very highest level of consistent service delivery to all our customers.

Resources/Equipment/Material

To be responsible for the safe operation of equipment within the centre.

Supervision/Management of People

Responsible for the supervision of customers using the centre's facilities, including the swimming pool.

Knowledge, Skills, Training and Experience

- Previous experience in a Leisure / fitness or similar environment.
- National Pool Lifeguard Qualification (NPLQ) (or ability to obtain within 3 months)
- To attend 2 hour monthly lifeguard training to maintain NPLQ qualification and skills.

Special Working Conditions

- The post may require working evenings, weekends and bank holidays according to rota arrangements.
- May be required to work at any TLT centre.

General

- To observe confidentiality in all aspects of work and to comply with the data protection Act 2018 and the new General Data Protection Regulations GDPR
- To demonstrate a willingness to undertake training development and learning opportunities to improve skills.
- Comply with and support others to observe Health and Safety Act 1974 procedures and processes.
- To work within the Trust's policy and procedures in respect of equal opportunity, anti-discriminatory and anti-oppressive practices.
- To accept that this job description may be periodically subject to review.
- To undertake any other duties and/or times of work as may be reasonably required of you, commensurate with your grade or general level of responsibility within the organisation, at your place of work or based in any other establishment.

PERSON SPECIFICATION

Please note you will need to meet the essential criteria to be invited for interview.

Requirements	Selection Method		
	Essential or Desirable	Score	Tested at Interview and/or Application Form
Education/Qualifications/Knowledge			
1.1 Current National Pool Lifeguard Qualification (NPLQ)	Essential		Application Form / Interview
1.2 First Aid at work qualification	Desirable		Application Form
1.3 Lifeguard Training record	Desirable		Application Form / Interview
1.4 Willingness to achieve other qualifications	Essential		Application Form / Interview
1.5 Willingness to achieve a First Aid at Work qualification	Essential		Application Form / Interview
1.6 Basic Understanding of Health and Safety	Essential		Interview
Experience			
2.1 Previous experience in a Leisure / Fitness or similar environment	Desirable		Application Form
Skills and Abilities			
3.1 Excellent Interpersonal skills	Essential		Application Form / Interview
3.2 Able to advise Customers on the use of the Centre's equipment	Essential		Application Form / Interview
3.3 Able to Interact with Customers	Essential		Interview
3.4 Good 'housekeeping' skills	Essential		Interview
Personal Attributes			
4.1 Flexible approach to work	Essential		Interview
4.2 Able to work on own initiative	Essential		Interview
4.3 Self motivated and enthusiastic	Essential		Interview
4.4 Team Player	Essential		Interview
4.5 Proactive	Essential		Interview
4.6 Sense of humour	Essential		Interview
Circumstances			
5.1 Able to travel independently between Centres if required	Desirable		Interview
Total Short Listing Score			

Score key: 0 = Not Met Criteria 1 = Fully Met Criteria

The Trust may be able to access funding occasionally for training to be provided to obtain this qualification where no applications have been received from candidates who are appropriately qualified. Applicants through this route will need to be able to demonstrate a level of swimming competence to enable them to achieve the qualification prior to commencing employment.