NEWCASTLE-UNDER-LYME BOROUGH COUNCIL

JOB DESCRIPTION

Job Title:	Casual Lifeguard				
Directorate:	Growth and Development			**Service:**	Commercial Delivery
Post No:	SALA	**Grade:**	4	**Date of Issue:**	January 2024
Responsible to:	Aquatics Manager				

Main Purpose of Job:

To ensure the safety of the public by providing appropriate supervision in the various activity settings and ensuring that the facility is clean and tidy at all times.

Main Tasks/Duties/Responsibilities

1. You will supervise all public areas, including the swimming pools, changing village, activity rooms and reception, as directed by the Sport and Active Lifestyles Officers and Managers.

2. During swimming pool supervision, you will ensure that the correct procedure is adopted in the event of a bather getting into difficulty.

3. You will professionally manage the safety of the public at all times and will stop any practices which would be considered to be dangerous or inconvenient to other bathers.

4. You must be able to give first aid treatment where necessary and ensure that the correct procedure is adopted in an emergency.

5. You will pride yourself on the facility presentation, ensuring the changing rooms and activity zones are kept clean and tidy.

6. You will make regular patrols checking on cleanliness, customer behaviour, security and providing assistance to customers as and when required.

7. You will ensure that all equipment is set up and taken down as required and is used correctly, reporting any defects to the Sport and Active Lifestyles Officers and Managers.

8. You will be familiar with COSHH regulations and will handle and store cleaning supplies in accordance with procedures laid down.

9. You will be familiar with and adhere to the safety policy.

10. You must take all reasonable steps to ensure compliance with the Health and Safety Policy of the building.

11. You will undergo regular staff training and comply with the Sport and Active Lifestyles Lifeguard Training Policy.

Occasional Tasks/Duties/Responsibilities

1. To undertake any other duties as may be reasonably allocated by the Sport and Active Lifestyles Officers and Managers, commensurate with the grading and responsibilities of the post.

General

1. To be aware of and comply with current Health and Safety Regulations and the Borough Council's Health and Safety policy and procedures as they relate to the duties and responsibilities of the post. In particular:

   To be familiar with, and adhere to, the Safety Policy.

   To take all reasonable steps to ensure compliance with the Health and Safety policy of the building.

2. To be proactive in personal and professional development, updating knowledge and skills by appropriate means as agreed annually through the Council's Performance Appraisal Scheme.

3. To be aware of and carry out your responsibilities under the council's Policy and Guidance relating to Safeguarding Children and Vulnerable Adults.

4. To maintain awareness of risks and incorporate these into the formal risk management process and also to control the risks inherent in your job and report any risk concerns to your manager.

5. To produce any performance information required in a reliable, timely and accurate way, in accordance with the Council's Data Quality Policy.

6. To be aware of and adhere to the Council's Equal Opportunities Policy.

7. To undertake any other duties as may be reasonably allocated to the postholder commensurate with the grading and responsibilities of the post. (Where necessary, reasonable adjustments will be made in accordance with the Disability Discrimination Act).

8. To be familiar with the obligations and requirements of the council's information security and data protection policies and procedures as they apply to the post, ensuring that confidential and sensitive data used by the post holder is held securely and personal data is obtained, processed and disclosed only in accordance with the principles and requirements of the Data Protection Acts.

This job description is not exhaustive providing an indication only of the scope and length of the main duties and responsibilities to be undertaken by the postholder and may be subject to amendment or alteration. It may be changed from time to time to meet changing circumstances and does not form part of your contract of employment.

Disclosure of Criminal Convictions

Due to the nature of the duties associated with this post, it is considered to be covered by the Rehabilitation of Offenders Exemptions Order 1975 (as amended) and is a Regulated Position as defined by the Criminal Justices and Courts Services Act 2000.

If you are offered appointment to this post, you will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service. This will include details of cautions, reprimands or final warnings, as well as convictions.