

Job Profile and Specification

Job Profile	
Job Title:	Casual Leisure Attendant – Wet Side Sites
Location:	<p>Fife Wide Base: Various Clusters</p> <p>Central: Bowhill, Cowdenbeath and Glenrothes</p> <p>Coastal: Burntisland and Kirkcaldy</p> <p>East Cluster: Cupar, Leven and St Andrews</p> <p>West Cluster: Dunfermline</p>
Reference:	FSLT00300
Responsible To:	Duty Manager
Salary:	FC3: SCP 7 = £9.90
Closing Date:	Sunday 17 th April
Interview Date:	TBC
Job Purpose:	To supervise Leisure Centre users including adults, youths, children and groups, to ensure safe use of facilities and equipment and to ensure cleanliness of the building.
Responsibilities Include:	<ol style="list-style-type: none"> To undertake a range of duties in wet, dry and other areas which will include the cleanliness of all designated internal and external areas, control of facilities, issuing and safeguarding clothing and other personal belongings in the changing facility, assembling and dismantling facilities equipment, including sports and exhibition displays To oversee the general safety and behaviour of the public and users and to direct their activities to prevent injury or misuse and damage to facilities To adhere to current operating procedures for the facility, including the facilities Normal Operation Procedures and Emergency Action Plan, the company's Safety policy and the Health and Safety principles contained therein. To give trained assistance to Leisure Centre users in difficulty, including the use of appropriate appliances (trained assistance includes poolside and lifesaving skills) To patrol the building in order to carry out routine maintenance and building security To supervise children's activities, including birthday parties and Activity Camps. To carryout pool tests and assist in plant room operations as appropriate. To attend regular training to maintain the required competency and fitness standards

	9.	Where required, to undertake basic administration functions including taking bookings, receiving cash through the computerised booking system, receiving customers, telephone calls and receiving goods.
	10	To undertake other duties as required by centre management
Other Duties:	The Jobholder may be required to perform duties appropriate to the job, other than those given in the job profile. The particular duties and responsibilities attached to a job may vary from time to time without changing the overall purpose of the job and would not, therefore, justify reconsidering the grade of the job. Such variations would be reflected in an updated job profile.	
Hours:	As and when required.	
Appointment conditions:	<ul style="list-style-type: none"> • Eligibility to work in the UK • Qualifications relevant to the post • 2 References • Pre-employment Health Screening • Criminal Convictions Self Declaration form • Driving licence (if applicable) • Disclosure/PVG (if applicable) 	

Personal Specification			
Attributes	Essential	Desirable	Method of Assessment
Experience		Preparing and working with sports equipment facilities Working with the public Working in a Leisure Centre Environment	Application Form References
Education, Qualification and Training	Current RLSS National Pool Lifeguard Qualification (NPLQ)	Training qualifications – RLSS Unit 1&2. First Aid Certificate Coaching / Teaching qualification Knowledge of Health & Safety issues	Application Form References
Skills, Abilities and Knowledge (general)	Demonstrate a knowledge of customer care requirements Conscientious and hard working	Enthusiastic Flexibility Organisational Skills	Interview References
Interpersonal and social skills	Communications Skills Outgoing personality Working in a team environment	Confident Punctual Ability to listen Ability to adapt	Interview References
Health and Physical Attributes	Ability to carry out the duties of the post effectively	Positive attitude to the duties of the post	References Pre-employment health screening