



February 2017

1. JOB IDENTITY

Post Title:	Leisure Assistant Pool	Service:	Education & Children's Services
Section:	Leisure	Grade:	Tech Op C
Reports to:	Duty Officer		

2. JOB PURPOSE

- Deliver the safe operation of recreational facilities, including swimming pools within a defined geographical area, by assisting the Duty Officer in the development and improvement of all service areas and providing a high standard of customer relations

There is a requirement to undertake manual handling on a daily basis. There is a responsibility for the post holder to demonstrate a commitment to quality service delivery through continuous improvement for the benefit of the Service and the organisation

3. CORE RESPONSIBILITIES / DUTIES

- Carry out inspections, including Health and Safety, safe supervision and good conduct of customers
- Assist in the staff supervision, planning, training and development
- Deliver a high standard of customer care
- Participate in the marketing, advertising and promotion of all services
- Control the environments and associated plant within set standards
- Maintain security of the building and estates
- Ensure administrative functions are carried out accurately, timely and in accordance with administrative and financial procedures and regulation

4. QUALIFICATIONS AND TRAINING

- Essential:**
- Academic achievement to Scottish National Level 4 or 5, Standard Grades or equivalent transferable experience and skills
 - RLSS National Pool Lifeguard Qualification or achieve within 3 months
- Desirable:**
- Relevant sports / leisure qualifications
 - Relevant health & safety qualification

5. EXPERIENCE

- Desirable:**
- Experience of working with the public
 - Experience of working within a leisure facility
 - Cash handling experience
 - Experience of working in a similar position

6. KNOWLEDGE AND SKILLS

- Essential:**
- Customer-focussed with excellent organisational, interpersonal and communication skills
 - Self motivated team player with a positive approach and the ability to work on own initiative
 - Ability to undertake manual handling on a daily basis.
 - Ability to work to a high level of accuracy, with attention to detail
 - Willingness to work regular unsocial hours

- Desirable:**
- Awareness of health & safety

Driving Compliance	Not applicable to this post
Politically Restricted	Not applicable to this post