

Job Description



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Directorate	Community Services
Service area	Ribblesdale Pool

Post details	
Job title	Lifeguard
Post number	M160
Vacancy reference	COM958
Scale	1B
Contract	Permanent
Location of work	Ribblesdale Pool
Directly responsible to	Duty Officer
Directly responsible for	N/A
Hours	37 hours per week
JE reference	GLPC

Primary purpose and scope of the job

To support the provision of safe swimming and delivery of high standards of customer service from Ribblesdale Pool.

To perform Lifeguard and cleaning duties as necessary as required by the day to day operational needs of the service.

Key Tasks and Responsibilities

- To be fully aware of the pool's health & safety and emergency evacuation procedures as established in the NOP and EAP.
- To maintain a valid National Pool Lifeguard Award and attend staff training sessions as appropriate.
- To undertake lifeguard duties with respect to both the main and teaching pools in line with the facility's Normal Operating Procedures, and ensure that high standards of pool vigilance are maintained at all times.
- To undertake cleaning duties as specified in the pool's cleaning schedules to ensure that high standards of cleanliness are maintained.
- To provide accurate information about the facility and its swimming activity programme as requested and communicate clearly with staff and customers at all times.
- To work either, as a member of a team or individually, and be an effective time manager.
- To be responsible for ensuring customer use of the pool's facilities is consistent with the pool's admission policy.
- To deliver a high standard of customer care and maintain and project a positive, enthusiastic and friendly attitude.
- A high level of personal presentation is important and the pool uniform must be worn at all times.
- To have a flexible attitude to work and undertake any other duties that may be required by the Pool Manager/Duty Officer.
- To be responsible for ensuring the data quality of all information related to the duties of the post.
- To adhere to the Council's policies including equal opportunities and health and safety.
- Such other duties of a similar responsibility level as may be allocated to the post from time to time.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared; however, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Colin Winterbottom
Role	Cultural & Leisure Services Manager
Date Revised	July 2026

Person Specification



Ribble Valley
Borough Council

www.ribblevalley.gov.uk

Note To Applicants

The points that are marked 'E' are the essential requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited for interview.

The points that are marked 'D' are the desirable requirements that enhance a person's capacity to do the job.

Job title	Lifeguard
Post Number	M160
Vacancy reference	COM958
Scale	1B
Directorate	Community Services
Service Area	Ribblesdale Pool

Criteria

Experience		
Working in a public orientated environment.	A/I	E
Working in a public orientated leisure environment at a swimming pool or sports centre.	A/I	D

Education, Qualifications and Knowledge		
National Pool Lifeguard.	C	E
Recognised First Aid Qualification.	C	D
Swimming Instruction Awards.	C	D

Other requirements		
Excellent interpersonal skills.	A/I	E
Excellent organisational skills.	A/I	E

A positive and knowledgeable approach to customer service.	A/I	E
Ability to work on own initiative.	A/I	E
Ability to work as part of a team.	A/I	E
Working knowledge of Health and Safety Legislation.	A/I	D
A good understanding of sports leisure recreation.	A/I	D

Methods of Assessment Key		
A Application Form	I Interview	C Certificate
T Test	P Presentation	AC Assessment Centre

Review Arrangements
The details contained in this person specification reflect the experience, skills, abilities, qualifications etc required of the jobholder. It is acknowledged that these may change over time. Consequently, the Council may revise this person specification from time to time and will consult with the post holder at the appropriate time.

Prepared / Revised By	Colin Winterbottom
Role	Cultural & Leisure Services Manager
Date Revised	July 2026