Isle of Anglesey County Council

Job Description / Person Specification

PART A

Job Title: Leisure Attendant (Wet)

Post Number:

Service / Section: Regulation and Economic Development Service

Grade: 2

Overall Job Purpose:

To ensure the leisure centers changing facilities, indoor, outdoor and associated areas are clean and safe for the public to use.

Carry out emergency rescue within the leisure facilities. This includes administering and assisting in the delivery of First Aid including resuscitation where necessary.

This role requires the role holder to undertake a range of physical activities, working in direct contact with the public. Working in a supervised environment and within a team, this will involve evening and weekend work.

General: *To comply with the local authority's Corporate Safeguarding Policy and the safeguarding duties and responsibilities which that policy places on every employee, aligning with the core values of the Authority which includes supporting children, adults who may be at risk and their families to keep them safe and healthy.*

Main Duties / Responsibilities:

1 All staff within the Leisure Function will take part in training programmes specified by Management and take an active interest in their own personal development.

2 To serve the public in the most courteous and efficient manner promoting Monactif

3 To comply with all Corporate Policies with particular emphasis on Health and Safety.

4 To be responsible for supervision of the swimming pool ensuring it is properly manned and controlled at all times in accordance with safety requirements.

5 To patrol the Leisure Centre (internally and externally) maintaining good order by the users, and assisting with general enquiries by members of the public.

6 To make regular checks of the premises: reporting defects and breakages of the building and equipment to the Management.

7 To contribute to the Leisure Centre program of coaching and instruction of activities e.g. swimming lessons / fitness classes /sports camps.

8 To undertake Customer Care duties if selected by Management.

9 To attend to specified duties within the leisure centre environment: this will include cleaning; setting up/keeping equipment as required.

10 To undertake other cleaning and labouring duties within the facility and grounds as specified by Management e.g. outside litter, 3G Maintenance

11 To participate in monthly staff training to comply with RLSS guidelines

12 To undergo training in order to perform a role as Relief Duty Manager if selected by Management.

13 To actively support in the training of newly appointed staff in order to facilitate their induction into the Centre.

14 To be smartly dressed to portray a positive image of the Leisure Centre wearing the uniform provided at all times whilst on duty.

15 To undertake any other duties deemed reasonable by the Manager to ensure the very highest level of consistent service delivery to all our Mônactif customers.

Person Specification:	**Essential (E) Desirable (D)**
Education and Training **The minimum educational requirements/professional or vocational qualifications for the post:**	
1. National Pool Lifeguard certificate or working towards	**E**
2. Three GCSE's grade C or above preferably including Welsh and English	**E**
3. Fitness L2 Qualification	**D**
4. Swimming Teachers Qualification	**D**
5. Coaching Certificate/ Qualification	**D**
Any specific training required for the post including Certification:	
1. Relevant industry standard qualifications in: COSHH; Conflict Resolution; Child Protection; Fire Safety; Manual Handling	**D**
2. First Aid	**D**
Key Competence Requirements **Job related knowledge:**	

1. Interest in Sport and Health & Fitness 2. Health and Safety Awareness	**E** **E**
Specific skills: 1. Ability to communicate orally, effectively, in Welsh and English	**E**

Position in the Organisation:	
Reports to:	Duty Manager
Staff Supervised:	None

Working Arrangements and Conditions:	
Working Week:	Casual (Monday – Sunday)
Identified Work Base:	Anglesey Leisure Centre
Contracted Hours:	Casual

Language Requirements

Welsh Language Skills (Please see the skills framework attached)

Listening (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Speaking (Tick One)		Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☒	Level 4 ☐	Level 5 ☐

English Language Skills (Please see the skills framework attached)

Listening (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Reading (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Speaking (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒
Writing (Tick One)	Level 0 ☐	Level 1 ☐	Level 2 ☐	Level 3 ☐	Level 4 ☐	Level 5 ☒

Flexibility

Your attention is drawn to the fact that in some cases particular duties and responsibilities are difficult to define and may vary from time to time without changing the general character of the duties and level of responsibilities entailed. In addition, it is a requirement of all employees that they accept elements of flexibility in duties and responsibilities and when necessary interchange within the organisation which will meet the changing needs and demands of the service. Such a requirement will enable the particular expertise of the post-holder to be developed and maximised to the mutual benefit of both employer and employee.

Date of preparation of this job description document: 16/06/2022

Language Skills - Workplace Assessment Levels

(i) Listening

0	No skills
1	Able to understand basic enquiries in Welsh /English
2	Able to understand a basic social conversation in Welsh / English
3	Able to follow routine conversations involving work between fluent Welsh / English speakers
4	Able to follow the majority of conversations involving work including group discussions
5	Able to understand all conversations involving work

(ii) Reading

0	No skills
1	Able to read basic words and phrases, e.g. signs or short and simple notes
2	Able to read basic material involving work (slowly)
3	Able to read routine material with a dictionary
4	Able to read the majority of material in own area
5	Able to understand all material involving work

(iii) Speaking

0	No skills
1	Able to conduct a general conversation [greetings, names, saying, placenames]
2	Able to answer simple enquiries involving work
3	Able to converse with someone else, with some hesitancy, regarding routine work issues
4	Able to speak the language in the majority of situations using some Welsh / English words
5	Fluent – able to conduct a conversation and answer questions, for an extended period of time where necessary

(iv) Writing:

0	No skills
1	Able to write basic messages
2	Able to answer simple correspondence with assistance
3	Able to draft routine text, with editing assistance
4	Able to prepare the majority of written material related to the area, with some assistance in terms of revision
5	Skilled – able to compete written work without the need for revision