

CLIFTON COLLEGE**JOB DESCRIPTION**

Job Title	Lifeguard
Responsible to	The Lifeguarding Manager
Department	CCSL
Function	Clifton College Sports Centre
Purpose of job and primary objectives	<ul style="list-style-type: none"> • Supervise the security and safety of the public ensuring their enjoyment in all areas of the facility and carry out rescues/assistance as required. • Assist the Duty Manager in the preparation and activities of Clifton College Sports Centre swimming pool in a professional manner to ensure a high quality of service is provided to pool users and visitors. • Maintain the facility to a high standard of cleanliness and hygiene at all times.
Main Duties	<ul style="list-style-type: none"> • Interact with the public responsibly (whether, Sport Centre Members, pupils or staff) promoting a positive image of the facility and Clifton College swimming pool, by the provision of high quality customer service. • Comply with the Clifton College Lifeguard Manual at all times, which includes the facility Emergency Action Plan, Normal Operating Procedures and the Health and Safety Policy. • Maintain a vigilant watch of the swimming pool areas in accordance with the Normal Operating Procedures and take necessary action to ensure the safety of all pool users and staff where necessary. • Attend monthly Lifeguard training sessions to ensure ongoing personal development and compliance of the requirements of both the Health and Safety Executive recommendations and Clifton College's set policies and procedures. If you are unable or fail to attend 1 of 2 monthly training sessions, you will be unable to lifeguard at Clifton College Swimming pool until you have completed a competency assessment. • Check the safety of equipment in areas of responsibility in-line with daily procedures and report any damage or malfunction of equipment to the Duty Manager. • Assist in the completion of opening and closing procedures for the facilities when required and assist in monitoring the security of the premises at all times. • Assist in the preparation and operation of pool swimming sessions, including the safe set-up, removal and tidy storage of equipment.

	<ul style="list-style-type: none"> • Report any matter of concern to the Duty Manager immediately, especially those regarding security, safeguarding, welfare as well as health and safety. • Assist the Duty Manager with any tasks involved in the operation of the facility. • Undertake any recommended suggested training requirements.
Supervisory and managerial responsibilities	<ul style="list-style-type: none"> • Supervise the security and safety of all facility users ensuring their enjoyment in all areas of the facility and carry out intervention and rescues as required. • Lifeguards must take their 10 minute break on the sports centre reception desk to ensure the centre is being run adequately while the Duty Manager is on poolside.
Other responsibilities	<ul style="list-style-type: none"> • The post holder may be required from time to time to undertake other duties within the Sports Centre as may be reasonably expected, without changing the general character of the duties or level of responsibility entailed. • Adhere to the College's health and safety policy and all associated requirements, to help ensure your safety, as well as the safety of those affected by what you do, or fail to do.
Knowledge and skills required	A UK QCF level 2 Award in Pool Lifeguarding or equivalent.

This job description is a brief and concise description of the above job.

PERSON SPECIFICATION

<u>ATTRIBUTES</u>	<u>ESSENTIAL</u>	<u>DESIRABLE</u>	<u>METHOD OF ASSESMENT</u>
Qualifications	Pool lifeguarding qualification such as: RLSS NPLQ/STA/HABC or equivalent	First aid at work	Application / Certificates
Relevant experience	Customer Service experience Good understanding of customer care Knowledge and skills to perform an effective rescue	Health and safety experience Evidence of continuous lifeguard training/assessment since passing NPLQ qualification Experience of working as a lifeguard.	Application / Interview

	Able to concentrate and observe pools for lengthy periods of time.		
Specialist knowledge	Understanding of / introduction to Safeguarding children and vulnerable adults	Knowledge and skills to use an automated external defibrillator	Application / Interview
Personal skills	<p>Ability to work closely and effectively within a team</p> <p>Ability to use own initiative</p> <p>Be able to give clear, accurate, and firm instructions verbally and through the correct use of signals to customers and other members of the team</p> <p>Be able to meet basic fitness criteria in order to meet the demands of undertaking an NPLQ course and regular staff training</p>		Application / Interview
Special working conditions	<p>Ability to work under stressful conditions.</p> <p>Flexibility to work early mornings, late evenings, weekends and bank holidays</p> <p>Ability to maintain high alertness throughout the shift</p> <p>Enhanced DBS disclosure</p>		Application / Interview