##

## Job Description for Assistant Pool Supervisor

## Purpose:

To assist the Pool Supervisor in ensuring the efficient and effective operation of the pool and delivery of pool related activities including day to day supervision. Ensuring health and safety requirements are met whilst providing a range of pool activities to members of the public.

## Reports to: Pool Supervisor

## Responsible for: Lifeguards

## Salary: £13.00 per hour

## Key responsibilities:

* Day to day supervision of the lifeguard team.
* Support the development of all pool staff.
* Ensure correct levels and appropriate standards of pool supervision.
* Oversee casual staffing requirements; respond to day to day sickness / other cover requirements.
* Ensure all relevant forms are fully completed and filed appropriately.
* Meet with Pool Supervisor and contribute proactively to the development of the pool programme and pool operation.
* To promote a safe and welcoming environment to all customers in the pool area.
* To assist the Pool Supervisor in the upkeep of the cleaning and maintenance procedures within the pool areas.
* To assist in maintaining accurate and up to date records in accordance with Centre’s policy for health & safety aware of data protection and freedom of information act.
* To maintain the facility to ensure the pool is safe and clean ensuring it is checked daily to maintain safety standards.
* To ensure all pool equipment is maintained in a safe working order and action any repairs as required.
* To cover Duty Officer shift’s as and when needed. Responsible for the running of the Centre, cashing up tills, supervising staff, opening and closing the building.
* To be able to work shifts including evenings and weekends.
* To carry out such duties as may be determined by the Pool Supervisor or a Senior Manager.

**General responsibilities:**

* To maintain the highest standard of professional conduct at all times with customers, colleagues, stakeholders and the general public, both at work and socially.
* To make a contribution to sharing ideas, knowledge and best practice to ensure the long term success of Plas Madoc Leisure Centre.
* To adhere to employment policies as detailed in the Employee Handbook.
* To follow all health & safety procedures in order to ensure the safety of you, colleagues, customers and others who may be affected by your behaviour.
* To uphold Plas Madoc Leisure Centre’s commitment to equality of opportunity to all by following the Equality & Diversity Policy.
* To support Plas Madoc Leisure Centre in achieving its environmental aims and objectives.

## Person Specification for Assistant Pool Supervisor

**Experience:**

* Must be able to demonstrate experience of working within a busy pool environment within the public or private sector
* Must be able to demonstrate a clear understanding of customer needs, ensuring this is central to decision making and service delivery
* Must be able to demonstrate a good understanding of the operation of a pool including health & safety legislation
* Should ideally be able to demonstrate an understanding of how a third sector organisation operates; be sympathetic to the aims of Plas Madoc Leisure Centre; and be sensitive to the political nature of the organisation

**Qualifications or Training:**

* Must hold a valid RLSS Pool Lifeguard or STA Pool Lifeguard qualification.
* Must attend monthly training sessions to ensure qualification remains valid.
* Should have a Pool Plant Operator qualification or be willing to work towards one.
* Should demonstrate evidence of Continuous Personal Development.

**Practical Skills:**

* Must be able to communicate with a wide range of people effectively at all levels, both orally and in writing, with an ability to motivate staff.
* Must have excellent pool knowledge and experience of a wide range of pool equipment
* Must have the ability to empathise and work with customers of all age groups and levels of ability

**Personal Qualities & Attributes:**

* Must be able to work unsupervised and to agreed outcomes
* Must have a flexible and adaptive attitude to change and do everything possible to make new approaches and methods work.
* Must be able to work in a busy leisure environment
* Must be able to work as part of a team
* Must have an open, honest, approachable and pleasant, friendly personality
* Must have a high understanding of the commitment to a healthy lifestyle
* Must have a high level of personal integrity and motivation
* Must be confident and professional
* Must ensure personal appearance is of the highest standard of tidiness and hygiene
* Must accept the importance of maintaining and improving standards and strive to exceed expectations at all times

This post will require an enhanced disclosure under the Protection of Children Act 1999.