



AMPLEFORTH COLLEGE
ST ALBAN'S SPORTS CENTRE –LIFEGUARD/
LEISURE ASSISTANT
Job Description

St Alban's Sports Centre is seeking a dedicated and professional Lifeguard/Leisure Assistant to support the effective operation of our facilities. The successful candidate will ensure the safe and efficient delivery of services across both the swimming pool and gym, contributing to the smooth day-to-day running of the centre by supervising activities, maintaining equipment and facilities to the required standards, providing a consistently high level of customer service, and supporting coaching and instruction as needed. Applicants must hold a current RLSS National Pool Lifeguard Qualification. Carrying out duties in the most cost effective and efficient way, you will follow all legislation, as well as our own policies and procedures, relating to working with children, safeguarding and Health & Safety.

Main Duties

- Support the Duty Manager in the smooth running of the day-to-day activities of the St Alban's Sports Centre
- Lifeguarding on Poolside. Maintain control of pool sessions, ensuring the safety of all swimmers. Perform lifesaving duties and administer first aid as needed. Monitor water quality and equipment.
- Supervise the use of gym equipment, ensuring safe and proper usage. Ensure the gym area is clean and tidy. Assist with gym inductions and provide guidance to members –subject to relevant qualifications.
- Provide excellent customer service to all members and visitors.
- Deal with customer enquiries over the telephone, by email, and in person, including taking payments and providing information about facilities and activities.
- Promote events and classes and take bookings and reservations.
- Set up and take down equipment for activities and events.
- Assist with cleaning and maintaining the facility.
- Ensure adherence to COSHH and Health and Safety manuals and regulations
- Ensure the care and safety of the public, students and staff
- Ability to work independently and as part of a team.
- Address any customer concerns or issues promptly and effectively.
- Attend relevant courses and training to assist with career development.
- Provide First Aid treatment as and when required
- Carry out any other duties applicable to the role

Specific objectives for the reporting period

[Set on an individual basis, as necessary]

Line Manager and Annual Appraisal Reporting Officer

Duty Manager

Annual Appraisal Counter-signing Officer

Centre Manager