



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Recreation Assistant (Lifeguard), Facilities Directorate**



**Salary: Grade 2 (£15,925- £16,341 p.a.)**

**Reference: FDCCS1180**

**Closing Date: 29 July 2018**

## Recreation Assistant (Lifeguard) Sport and Physical Activity, Facilities Directorate

**Are you customer focused and dedicated to providing an excellent service? Do you have excellent organisation skills with the ability to plan and prioritise work effectively?**

The University has recently invested £1.2M to expand 'The Edge' sports facility and provides state of the art fitness and class equipment, offering a range of classes and aquatics activities and 25 metre 8 lane swimming pool.

As a Recreation Assistant you will work as part of a small team ensuring that the environment is safe for use and that a high level of customer service is maintained at all times. Alongside your responsibility for lifeguarding, you will undertake a range of duties including cleaning tasks, setting up sport areas and moving equipment safely. There will also be a requirement for you to cover reception duties at some of our smaller sites, as required.

You will have a current Royal Life Saving Society UK (RLSS) lifeguard qualification (or equivalent) and ideally have experience working as a lifeguard. You will have excellent communication skills and have a helpful attitude towards customers, with the ability to work independently and also as part of a team.

The role is full time, working on a shift basis which will include the requirement for you to work early mornings, evenings, weekends, University closure days and bank holidays. You will be primarily based at one of our designated sports facilities, however will be required to work at any of our sports facilities when required.

### What does the role entail?

As a Recreation Assistant (Lifeguard) your main duties will include:

- Delivering an excellent customer service by providing a professional and positive welcome to customers and visitors to the facility, in line with service standards;
- Working as part of the lifeguard team to cover all opening hours of the swimming pool and undertaking monthly staff lifeguarding training;



- Undertaking cleaning duties as required and in accordance with COSHH (control of substances hazardous to health) regulations and using cleaning machinery as necessary;
- Following first aid practices in accordance with our service procedures;
- Adhering to Health and Safety procedures and reporting accidents to the Duty Manager;
- Moving and setting up sports equipment as required, in accordance with designated procedures;
- Providing support for other aspects of the service, including working at any of the sports facilities as required, and on occasions covering reception duties including answering the telephone, dealing with enquiries, taking bookings, issuing equipment and evacuating the building during any emergencies;
- Monitoring attendance for bookings, producing reports as required;
- Attending training, meetings and forums to contribute to the development of the Service as required;
- Working within and ensuring adherence to both the University's and Sport and Physical Activity's Health and Safety and Equality and Diversity policies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## What will you bring to the role?

As a Recreation Assistant (Lifeguard) you will have:

- A current Royal Life Saving Society UK (RLSS) lifeguard qualification or equivalent;
- Experience working in a customer focused environment with a commitment to providing excellent customer service;
- Excellent communication skills with the ability to develop effective working relationships with customers and colleagues;
- A high level of accuracy and attention to detail;
- Experience of working within a team and across departments as well as the ability to work on own initiative;
- An ability to effectively work under pressure and during challenging situations;
- Flexibility, with an ability to work weekends, evenings, bank holidays and closure days as required;



- Demonstrable behaviours in line with [Commercial and Campus Support Services' and University values.](#)

You may also have:

- Experience working as a Lifeguard in a leisure facility;
- Experience working in a sports facility environment;
- Experience of working with cleaning materials, with knowledge of COSHH regulations;
- Experience of cash handling/reception work;
- A current valid First Aid qualification.

## How to apply

You can apply for this role online; more guidance can be found on our [How to Apply](#) information page. Applications should be submitted by **23.59** (UK time) on the advertised closing date.

## Contact information

To explore the post further or for any queries you may have, please contact:

**Lisa Naylor, Assistant Operations Manager**

Tel: +44 (0)113 343 5096

Email: [L.R.Naylor@leeds.ac.uk](mailto:L.R.Naylor@leeds.ac.uk)

## Additional information

For more information about Sport and Physical Activity visit <https://sport.leeds.ac.uk/>.

### Working at Leeds

Find out more about the benefits of working at the University and what it is like to live and work in the Leeds area on our [Working at Leeds](#) information page.



### **Candidates with disabilities**

Information for candidates with disabilities, impairments or health conditions, including requesting alternative formats, can be found on our [Accessibility](#) information page or by getting in touch with us at [disclosure@leeds.ac.uk](mailto:disclosure@leeds.ac.uk).

### **Criminal record information**

#### **Rehabilitation of Offenders Act 1974**

A criminal record check is not required for this position. However, all applicants will be required to declare if they have any 'unspent' criminal offences, including those pending.

Any offer of appointment will be in accordance with our Criminal Records policy. You can find out more about required checks and declarations on our [Criminal Records](#) information page.

