



**UNIVERSITY OF LEEDS**

## **CANDIDATE BRIEF**

**Recreation Assistant (Lifeguard)**

**Facilities Directorate**



**Salary: Grade 2 (£20,880 p.a.)**

**Reference: FDSPA1038**

**Close date: 6 February 2024**

**Interview date: 12 February 2024**



## **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.

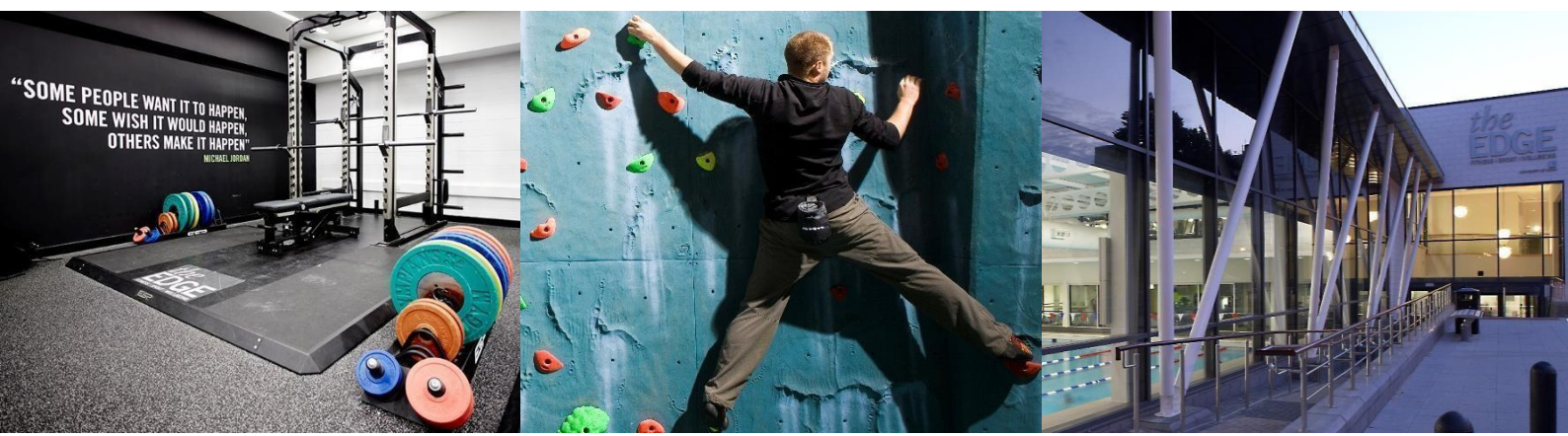
As a Recreation Assistant you will work as part of a large team ensuring that the environment is safe for use and that a high level of customer service is maintained at all times. Alongside your responsibility for lifeguarding, you will undertake a range of duties including cleaning tasks, setting up sport areas and moving equipment safely.

You will have a current Royal Life Saving Society UK (RLSS) lifeguard qualification (or equivalent) and ideally have experience working as a lifeguard, ensuring you keep up to date with the monthly lifeguard training. 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.

This is a full time post. You will need to be available to work weekdays and weekends, early morning starts (0600am) and late evenings (1100pm) 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.

**An Enhanced Disclosure from the Disclosure and Barring Service (DBS) is required for this position.**

Informal enquiries may be made to the Duty Managers team, [pedsdman@leeds.ac.uk](mailto:pedsdman@leeds.ac.uk)



## Main duties and responsibilities

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;
- Monitoring attendance for bookings, producing reports as required;
- Attending training, meetings and forums to contribute to the development of the Service as required;
- When cover is required, providing support for other aspects of the service, at any of the sports facilities including; covering reception duties such as answering the telephone, dealing with enquiries, taking bookings, issuing equipment and evacuating the building during any emergencies;
- Working within and ensuring adherence to both the University's and Sport and Physical Activity's Health and Safety and Equality and Diversity policies.
- Demonstrable behaviours in line with [Commercial and Campus Support Service and University Values.](#)

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



# Qualifications and skills

## Essential

- 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;

## Desirable

- Experience working as a Lifeguard in a leisure facility;
- Experience of working with cleaning materials, with knowledge of COSHH regulations;

## 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

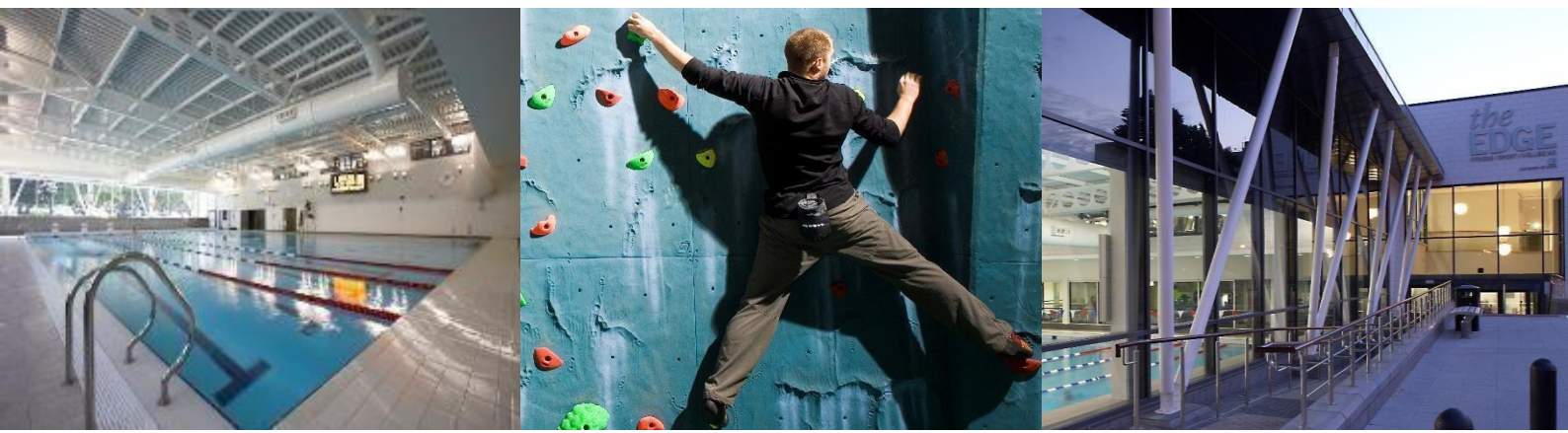
To explore the post further or for any queries you may have, please contact:

Fenella Walsh, Operations Manager (Indoors)

Email: [f.walsh1@leeds.ac.uk](mailto:f.walsh1@leeds.ac.uk)

## Additional information

Find out more about our department at <https://sport.leeds.ac.uk/>





## **Working at Leeds**

We are a campus-based community and regular interaction with campus is an expectation of all roles in line with academic and service needs and the requirements of the role. We are also open to discussing flexible working arrangements. To find out more about the benefits of working at the University and what it is like to live and work in the Leeds area visit our [Working at Leeds](#) information page.

## **Our University**

At the University of Leeds, we are committed to providing a culture of inclusion, respect and equity of opportunity that attracts, supports, and retains the best students and staff from all backgrounds. Whatever role we recruit for we are always striving to increase the diversity of our community, which each individual helps enrich and cultivate. We particularly encourage applications from, but not limited to Black, Asian, people who belong to a minority ethnic community; people who identify as LGBT+; and disabled people. Candidates will always be selected based on merit and ability.

## **Information for disabled candidates**

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

## **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975**

This post requires a basic criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the University to check their criminal record status. All applicants are required to make a self-declaration where applicable.

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

