



JOB DESCRIPTION

POST:	Poolside Attendant
REPORTS TO:	Facilities Manager
POST DETAILS:	The post holder will be employed on a casual contract working hours agreed by rota to support the School's pool provision

Talbot Heath School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Purpose:

To ensure the safety of swimming pool users, constantly maintaining high standards by complying with policies, procedures and raising customers awareness of rules and regulations to prevent accidents. To ensure the swimming pool facilities are maintained in a safe a clean condition.

Main duties and responsibilities:

- To unlock and lock the pool buildings before and after use, ensuring security of the pool hall from any unauthorised entry.
- To carry out before use safety checks and completed listed daily duties which will include the removal and replacement of the pool cover, before and after use and daily pool water tests.
- To ensure the swimming pool, poolside and changing rooms remain clear, clean and hygienic.
- To constantly supervise all swimmers, ensuring pool rules are constantly followed and act upon emergency situations as trained within your NPLQ qualification, first aid qualification or school emergency procedures.
- To promote and safeguard the welfare of children and adults for who you are responsible and with whom you come into contact.
- To monitor correct use, set up and carry out minor repairs and maintenance to swimming poolside equipment as requested or required.
- Ensure bather numbers are monitored and kept within a safe level.
- Coordinate smooth change overs between different pool user groups.
- Ensure you remain qualified and undertake regular training as required.
- To arrive in good time to start shift, ready to accept swimmers at the start of the session, wearing the provided uniform. Ensuring no mobile phones, cameras or any other personal equipment is used on poolside that may distract from the supervising and safety of the pool.
- To deal in a polite, professional manner any routine enquiries presented by members of staff, pupils or public visitors to the pool buildings.

- At quite times carry out tidying, cleaning or any other such duties that the Facilities Manager considers necessary to maintain or improve operational efficiency.
- To be conscious of energy usage, monitoring light levels, pool temperatures and heating to minimise wastage.

Essential qualities and skills

CRITERIA	QUALITIES
Qualifications and training	<u>Essential</u> • Current NPLQ Qualification or equivalent IQL level 2 qualification with the correct depth test greater than 2.0m. <u>Desirable</u> • Hold an in-date 3-day first aid certificate. • Hold an in-date Pool plant operator qualification. • Hold swimming or sports teaching or coaching qualifications.
Experience	• Previous practical experience in a similar role
Skills and knowledge	• To perform effectively in the role the applicant will need to be alert and proactive with sharp observational skills to that they can quickly identify signs of dangers or potential violations in the pool, with the ability to follow procedures. • To possess a comprehensive knowledge of first aid procedure and CPR. • To be able to keep calm and control an emergency situation. • Personal fitness will need to be maintained at a level needed to pass the NPLQ qualification. • To be motivated when working alone but also as a member of a larger team.
Personal qualities	• The ability to relate well to both children and adults and enjoy their company • The ability to form and maintain appropriate relationships and personal boundaries with children and young people • A strong commitment to the School's ethos and principles • A strong leader and role model for children • A strong team player • Punctual • Flexible approach towards working hours

General

- To promote and support Talbot Heath's culture of "Honour before Honours" and encourage staff and pupils to follow this example.
- To promote and safeguard the welfare of pupils in your care or that you come into contact with in accordance with Talbot Heath School's Child Protection and Safeguarding Policy.
- To comply with, promote and act in accordance with all Talbot Heath policies.
- To be responsible for complying with data protection legislation and expectations for confidentiality.
- To be responsible for complying with health & safety legislation and guidance. Any issues or breaches to be reported to the Facilities Manager immediately.
- To maintain consistent working relationship with colleagues, supporting them in line with your role and responsibilities.
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them.
- To develop your effectiveness by up-dating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you.
- To be courteous to colleagues and provide a welcoming environment to visitors.

Additional Information

The aim of the job description is to indicate the general purpose and level of responsibility of the post. Please be aware that duties may vary from time to time without changing their character or general level of responsibility. Duties may be subject to periodic review by the Head or nominated representative (in consultation with the post holder) to reflect the changing needs of the Talbot Heath School.

Talbot Heath School is unable to employ anyone who does not have the legal right to live and work in the UK. This evidence must be produced at the interview stage of the process.

Talbot Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and has an Equal Opportunity Policy. The successful applicant will require an Enhanced DBS check.

The position will involve regular contact with children and therefore is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exemptions Order 1975, 2013 and 2020. It is an offence to apply for this role if barred from engaging in regulated activity relevant to children.

Talbot Heath School is a registered charity (number 283708) existing to provide high quality education for children.