



SOUTH LANARKSHIRE  
Leisure & Culture

## Recreation Assistant -Lifeguard Job Profile

<b>Service:</b> Sport & Physical Activity	<b>Grade Scale:</b> Grade 1 Level 2
<b>Reports to:</b> Duty Officer	

Purpose of Job
To assist with the daily operations of the building.

Key tasks and responsibilities
<ul style="list-style-type: none"> <li>• To carry out cleaning to meet defined standards.</li> <li>• To ensure facilities and equipment are safe and secure in accordance with procedures.</li> <li>• Supervision of pool activities.</li> </ul>

Person Specification		
CRITERIA	ESSENTIAL	DESIRABLE
<b>Education, Qualification and Training</b>	<ul style="list-style-type: none"> <li>• Current RLSS National Pool Lifeguard Qualification (NPLQ)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid at Work Certificate</li> <li>• Knowledge of Health and Safety Issues</li> </ul>
<b>Skills, knowledge, experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate knowledge of Customer Care</li> <li>• Conscientious and hardworking</li> </ul>	<ul style="list-style-type: none"> <li>• Enthusiastic</li> <li>• Flexibility</li> <li>• Organisational Skills</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Be a great team member.</li> <li>• Communication Skills</li> </ul>	<ul style="list-style-type: none"> <li>• Confident</li> <li>• Punctual</li> <li>• Ability to listen and adapt</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Be able to carry out the duties of the post effectivity</li> </ul>	<ul style="list-style-type: none"> <li>• Positive attitude to the duties of the post</li> </ul>

Safer Recruitment Checks
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As part of our approach to good practice and safer recruitment we carry out a number of pre-employment checks.
<ul style="list-style-type: none"> <li>• Asylum and Immigration right to work in the UK</li> </ul>
<ul style="list-style-type: none"> <li>• Reference check: external candidates require 2 references, one of which must be from your present or most recent employer: Internal candidates require 1 reference from current line manager.</li> </ul>
<ul style="list-style-type: none"> <li>• Candidate Disclosure Check, where applicable</li> </ul>
<ul style="list-style-type: none"> <li>• Asylum and Immigration right to work in the UK</li> </ul>

<b>Behaviour Framework</b>
The Behaviour Framework is a set of core behaviours that defines how employees approach work to enable the delivery of key tasks for the role. The expected behaviours for this role are:
<b>Own It – what can you do</b>
<ul style="list-style-type: none"> <li>• Are motivated to deliver the best possible service.</li> <li>• Aim to get things right first time and commit to continuous improvement.</li> <li>• Demonstrate fairness, inclusivity, valuing diversity and equality.</li> <li>• Ensure compliance with external/internal regulations and that you and others are responsible and accountable.</li> <li>• Take ownership of decisions and consider the wider implications for you, the team, and the organisation.</li> <li>• See a job through to completion.</li> <li>• Be accountable for outcomes good or bad.</li> </ul>
<b>Be a great team - what can you do</b>
<ul style="list-style-type: none"> <li>• Work together with colleagues and customers and take time to build effective working relationships.</li> <li>• Celebrate team success and create a positive team spirit.</li> <li>• Share skills and knowledge, encourage and support other in applying their ideas to working practices - helping others to help themselves.</li> <li>• Encourage working together for the benefit of customers.</li> <li>• Works alongside internal and external colleagues to meet common objectives.</li> <li>• Actively and respectfully listens to people in order to understand them and their views.</li> <li>• Contributes appropriately to team and other meetings and discussions.</li> <li>• Respects diversity and promotes equality of opportunity when working with colleagues and members of the public.</li> </ul>
<b>Do the right thing – what can you do</b>
<ul style="list-style-type: none"> <li>• Display a positive attitude.</li> <li>• Are enthusiastic in your approach to tasks.</li> <li>• Lead by example through sharing your knowledge and skills with others.</li> <li>• Provide support to your colleagues and team.</li> <li>• Is aware of and adheres to professional codes of practice and the code of conduct and understand how these impact on employment.</li> </ul>

### **Be Positive - what you can do**

- Are punctual and friendly and demonstrate a positive professional attitude.
- Take pride in your own work and that of your team members.
- Understand who your customers are and why they matter.
- Are willing to go the extra mile for our customer and act upon their feedback.
- Are hospitable and make customers feel good.
- Are willing to go the extra mile for our customer.
- Put the customer first in all that you do.