



Job Description

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St. Helens Council

Post:	Leisure Assistant
Post Number:	PLA11
Department:	Place Services
Grade:	SCP 10
Responsible to:	Duty Manager
Purpose of the Post:	To provide an efficient and professional service to the public at all times.

Duties and Responsibilities:

1. Provide lifeguard cover at the swimming pool activities in accordance with the service Safe Swimming Policy and training.
2. Supervise users of the facilities.
3. Undertake cleaning duties in all areas of the building.
4. Set out equipment as per facility programme and training.
5. Undertake the operation of plant, including pool water tests, as and when required.
6. Comply with the requirements of the Quality Assurance System, as applicable.
7. To complete manual and computer record systems and keep up-to-date records.
8. Deliver high standards of customer care.
9. Assist with the promotion and marketing of the facilities.
10. To be available, as and when required, outside normal working hours, to undertake extra duties in order to accommodate special events, to provide cover during periods of sickness and holidays.
11. To attend, outside normal hours, appropriate internal and external training.
12. To provide support for reception by answering telephone and personal enquiries; receiving enquiries; providing basic product information as required.



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13. To be familiar with the products and services available within Leisure Investment Services and assist customers by providing appropriate information.
14. To undertake appropriate training to allow the supervision of supervised activities.
15. To comply with the Council's Health and Safety Policy and associated safe working procedures and guidelines.
16. To comply with the Council's Comprehensive Equality Policy and to ensure that it is implemented within the service area of the post.
17. To comply with the Council's Data Protection Policy and Code of Practice within the service area of the post.
18. To comply with the Council's Code of Conduct a fundamental aspect of which are "the Seven Principles of Public Life", and to conduct oneself with the highest standards of conduct that they require.

This post is subject to Disclosure.

This post is not Politically Restricted in accordance with the Local Government and Housing Act 1989 (as amended).

The details contained within this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Council will expect to revise this job description from time to time and will consult the post holder/s at the appropriate time.

Date Prepared: June 2010

Date Updated: Sept 2015

Date Updated: April 2016