

JOB DESCRIPTION

POST: SPORTS APPRENTICE

POST NUMBER: LT1091 / LT1090 / LT1081 / LT1083 / LT1074 / LT1089

JE REF: A000

GRADE: AP1 / AP2

JOB PURPOSE:

- To participate in two year training programme to satisfaction of employment and training providers
 - Supervision of bathers and general public around the building.
 - Cleaning and general maintenance.
 - The assembling and dismantling of equipment for a wide variety of activities.
 - Undertake duties to provide customers with a safe and pleasant recreational environment
 - To gain a broad range of experienced based learning across the spectrum of services provided by the unit
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RESPONSIBLE TO: Supervisor

MAIN DUTIES AND RESPONSIBILITIES:

1. To attend work punctually according to the work rotas you are given
2. To have a smart and professional appearance and to wear the correct uniform provided.
3. To attend all training sessions identified as part of the scheme. This includes day release at Burnley College, attendance at site – based training, and attending development meetings with your College Supervisor
4. To provide qualified pool supervision in accordance with current legislation. (Training will be given to the person appointed).
5. To provide high standards of customer service and work towards excellence in all you do
6. To attend regular ongoing training sessions to maintain knowledge, skills and competency required of a Lifeguard.
7. To fully understand the emergency evacuation procedures and relevant Health & Safety legislation on site
8. To ensure all areas of the building both internally and externally are kept to a high level of cleanliness
9. To be conversant with the Health & Safety Policy and the related responsibilities relevant to the post
10. To ensure the use and storage of chemicals is carried out within C.O.S.H.H. regulations

11. The supervision of customers and control of the facilities such as changing areas, toilets and health suite etc
12. The assembling and dismantling of equipment where appropriate in a safe and effective manner and ensuring facilities are ready for use on time
13. The provision of an accurate timesheet on a weekly basis for verification by the Supervisor.

SECONDARY DUTIES & RESPONSIBILITIES

1. All staff must adopt a high standard of customer care at all times. If a customer requires assistance, even if this does not directly relate to your job, make every effort to help or find someone who can.
2. All staff are required to help to keep the facilities well maintained by picking up litter when you are in public areas and by reporting any faulty equipment or any areas requiring cleaning.
3. Help to conserve energy by ensuring that the doors are closed and lights are switched off in rooms not in use.
4. To undertake such other duties as may be assigned from time to time commensurate with the grading of the post.
5. To work at any other Sport and Culture Services' establishment as required by management
6. To undergo further and essential training in line with the needs of the service as deemed necessary by senior management.
7. Show an awareness of others roles and responsibilities and requirements in carrying out your work.

HEALTH & SAFETY

The post holder must be aware of safe working practices in connection with cleaning and housekeeping and the importance of COSHH regulations. The post holder is therefore required to have knowledge of the Service Specific Health & Safety Policy and relevant procedures and work instructions. A high standard of personal hygiene and personal presentation is required at all times. The post holder will be responsible for the health, safety, and welfare of himself / herself and other persons who may be affected by his / her actions or omissions whilst at work.

TRAINING AND DEVELOPMENT

Burnley Leisure services are committed to maintaining the Investors in People standard. As part of this process your Line Manager will carry out a periodic Performance and Development Review (PDR) with you. The review is a "two-way" interview, which will evaluate any training/development undertaken and identify your future needs.

FOOTNOTE

This Job Description summarises the major responsibilities of the post. It is not intended to exclude other activities, nor future changes from the postholder's responsibilities.

Appointment to this post is subject to the receipt of a satisfactory **Enhanced Disclosure from the Disclosure and Barring Service.**

Equality Act 2010

If you are a disabled applicant or an employee who has become disabled and this will affect your ability to do any of the above duties the Council will consider making some changes it thinks are reasonable.

Examples of changes may include providing equipment, making alterations to the workplace or changing some parts of the Job Description.

Competencies

This post is required to demonstrate competencies in the Council's framework to level 1 standard. These will be assessed through a rolling programme of assessment with indicative behaviours agreed with the Manager.

The Burnley Way

Burnley employees are expected to be role models for the following behaviours at a level appropriate to the role: Performance Management; Customer Focus; Decision Making; Change Management; Learns and Challenges.
Our organisational leaders and managers are expected to strive for transformational leadership qualities and continuous improvement, acting as role models to create a culture where we live our values and deliver our vision."

Skills for Life

The Council has signed the Skills Pledge and Get On Award as a commitment to up skill the workforce. Once appointed, the postholder will be offered the opportunity to undertake a skills assessment in literacy & numeracy. Support will be given to employees where necessary to achieve the level 2 standard.

PERSON SPECIFICATION

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Selection Criteria:	Essential/ Desirable E/D	Means of Assessment: Application/Interview A/I
QUALIFICATIONS		
1. To possess or be capable of obtaining a current RLSS National Pool Lifeguard Qualification.	E	Production of certificate/ Swim Test (see skills below)
2. Satisfy Burnley College requirements for acceptance on the apprentice course.	E	To be assessed by Burnley College
3. Sport GCSE or equivalent or studying towards	D	A
EXPERIENCE		
1. Evidence of participation in team activities	E	A/I
2. A good school/college/work record in terms of attendance, time keeping and conduct	E	A/I (score 10)
3. Evidence of previous learning or participation in sporting/leisure activities	D	A/I
SKILLS		
1. The successful applicant will have the ability to pass the following tests <ul style="list-style-type: none"> • To jump/dive into deep water. • Swim 200m continuously on the front and back. • Tread water for 30 secs in the deepest part of pool. • Surface dive to the floor of the pool. • Jump/dive from poolside and swim a distance of 5 meters under water. 	E	Swimming Test
2. Good communication skills	E	A/I
3. Good team player	E	I
4. To be able to adopt high levels of Customer Care.	E	I
OTHER		
Demonstrate:		
1. A positive and professional attitude	E	I/Test
2. Willingness to continue to learn and develop experience in all areas of sport & recreation	E	I

