



# JOB VACANCIES

## EDENBRIDGE LEISURE CENTRE

If you are passionate about health and fitness, customer focused and would like a career in leisure, consider joining us in our community leisure centre at Edenbridge as a:

LEISURE ATTENDANT (FULL TIME - 39 HOURS per week) - Salary £15,250.00 per annum.

Your key duties will include:

- Lifeguarding the pools to ensure a safe environment for our swimmers
- Ensure equipment is set up for the daily programmed activities
- Ensure a high standard of cleanliness and hygiene throughout the Centre
- Assisting with hosting birthday parties held at the centre
- Ensure safety at all times by taking action to prevent accidents or incidents
- Attend regular training sessions to maintain competency

To apply for this position, you must be a strong swimmer and if you do not already possess a current Royal Lifesaving Society National Pool Lifeguard Qualification (NPLQ), we will arrange for you to attend the appropriate training course in order to ensure that you obtain this essential qualification.

You must be able to demonstrate the following essential criteria:

- A full commitment to customer care
- Good communication, interpersonal and organisational skills
- Reliable and flexible and able to work unsociable hours
- Able to work on own initiative and as part of a team and be IT literate

The role requires working to a shared rota pattern including evenings and weekends and maybe subject to an Enhanced Disclosure and Barring check (DBS).

In return for your commitment to providing an excellent service to our customers, we can offer you:

- Excellent annual leave entitlements
- First class staff training and development packages
- Free membership to the leisure centres and a friendly workplace atmosphere
- Contributory Career Average Pension Scheme

If you are interested in applying for this role, please email your CV together with a covering letter demonstrating how you meet the essential criteria listed above to: [William.Doyle@sencio.org.uk](mailto:William.Doyle@sencio.org.uk)

Closing date: 30 APRIL 2017

We regret that we are not able to respond to all applicants. Therefore if you have not been contacted within 14 days of the closing date then your application has not been successful. Sencio Community Leisure is committed to being an Equal Opportunities Employer.

## JOB DESCRIPTION

**TITLE OF POST:** LEISURE ATTENDANT

**RESPONSIBLE TO:** Centre Management Team

**PURPOSE OF POST:**

To ensure the public safety and cleanliness of buildings and to provide good customer care.

**KEY ACTIVITIES:**

- To patrol the poolside ensuring the safety of all users.
- To undertake cleaning duties to the highest possible standards, as and when directed.
- To show a high degree of customer care to ensure customer enjoyment and satisfaction.
- To carry out teaching, as and when necessary.
- To promote the Centre at all times.
- To ensure the regulations of the Health & Safety at Work Act are fully met, and comply with standard employee Health & Safety at Work responsibilities.
- To undertake life saving and other relevant qualifications as directed.
- To erect and dismantle equipment, as necessary within the facilities.
- To participate in any relevant training for the duties of this post and to achieve the key objectives of Sevenoaks Leisure Limited.
- To participate fully in Sevenoaks Leisure Limited's staff appraisal scheme.
- To comply with standard employee Health & Safety at Work responsibilities.
- To comply with Sevenoaks Leisure Limited's Equal Opportunities policy.
- To be willing to undertake any other duties commensurate with the grade of the post.
- This post maybe subject to a satisfactory Disclosure & Barring Services Check (DBS) previously known as Criminal Records Bureau check.

### PERSONAL SPECIFICATION

**Essential**

- A full commitment to customer care
- IT literate
- Good communication and interpersonal skills
- Able to work on own initiative and as part of a team
- Good organisational skills
- Ability to achieve NPLQ certificate within three months
- Flexible and able to work unsociable hours
- Reliable

**Desirable**

- Experience of working in a Leisure Centre
- NPLQ certificate
- Coaching / teaching qualifications
- First Aid certificate