



JOB DESCRIPTION

Department:	Enterprises
Post:	Leisure Attendant
Responsible to:	Pool Manager
Job Purpose:	To assist the Pool Manager in the day to day running of Millfield's swimming pools and Sports facilities.

MAIN DUTIES AND RESPONSIBILITIES

- Safeguarding children is the responsibility of all members of Millfield staff.
- To assist in the day-to-day operation of the Pools, Cricket centre and Golf Centre, ensuring that all health and safety legislation codes of practice and operation procedures are complied with at all times.
- To ensure that all equipment is erected and dismantled on time in accordance with manufacturers' recommendations and any Approved Codes of practice and used properly by hirers and visitors at all times.
- To hold an RLSS National Pool Lifeguard Qualification.
- To supervise the swimming pool to ensure the safety and welfare of all users in accordance with the company's Swimming Pool Operating Procedure (PSOP).
- To attend staff training every month for a minimum of 2 hours.
- To operate on a shift basis as a member of the team, incorporating evenings, weekends and Bank Holidays as required to effectively cover Millfield School Pools and Sports Centres.
- To co-operate with the Pool Manager and Supervisors in all issues of health and safety under the provisions within the Health & Safety At Work Act 1974, the School's Health & Safety Policy, Pool Safety Operating Procedures (PSOP) and any other subsequent and/or relevant legislation.
- To maintain the standards of hygiene and cleanliness throughout the Centres at all times. Undertake regular routine cleaning duties as required by the Pool Manager.
- Assist the Pool Manager and his/her representatives to ensure that all equipment, fixtures and fittings are maintained in a safe condition in accordance with the manufacturers recommendations and relevant health and safety legislation, and that all defects to the buildings are reported as quickly as possible.
- Maintain a high standard of customer care whilst working in all facilities.
- To attend programmed staff meetings as required by the Pool Manager.
- Any other duties that your line manager sees fit, providing that such duties are appropriate to your role.

Millfield School is committed to providing a safe and inclusive environment for all. We are a community that celebrates diversity, supporting our pupils and employees to be brilliant as individuals.

We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Specific safeguarding responsibilities for this position are outlined in the job description. Offers of employment are subject to satisfactory safeguarding checks including, but not limited to, Enhanced DBS clearance. All positions within the school are exempt from the provisions of the Rehabilitation of Offenders Act 1974.

Be kind, be individual, be brilliant. Millfield School, where being an individual is recognised as the key to brilliance.

☐ I understand the duties and commitment statement listed above.

☐ I require clarification of the duties listed above.

Signed:.....

Print Name:

Date:.....