



# Falkland Islands Government – Job Description

<b>Job Title:</b>	Sports Attendant		
<b>Department:</b>	Central Services	<b>Section:</b>	Leisure Centre
<b>Immediate Supervisor:</b>	Leisure Centre Manager		
<b>Grade:</b>	Falkland Islands Government Grade – H/G		

## Job Purpose

To carry out a variety of tasks in the Leisure Centre which make it a safe and enjoyable place for the general public to use.

## Main Accountabilities:

- To ensure that Normal Operating Procedures and Emergency Action Plans are adhered to when on duty in order to ensure the safety of the staff and general public.
- To play an active part in the general supervision of activities taking place in the Centre to ensure the safety of the general public.
- To ensure the Leisure Centre equipment (pool/dryside) is set up and ready for use by the general public.
- To undertake cleaning duties as required in order to maintain high standards of hygiene throughout the Centre.
- To maintain your Lifeguard Skills by personal and regular training sessions in order to play a full part in the work of the Centre.
- To assist Swim School Staff with swimming lessons and to be responsible for conducting such lessons in their absence.
- To take a leading role in the planning and promoting of sporting/leisure events organised by the Leisure Centre thereby encouraging quality use of the centre and its facilities for a large cross-section of the community.
- To play an active part in maintaining the security of the buildings and equipment thus protecting FIG's investment in the Centre.
- To promote excellence in customer care within the centre staff.
- To assist with the supervision of the School Holiday programmes along with the other attendants.

***The job description is not an exclusive or exhaustive definition of your duties. You shall undertake such additional or other duties as may reasonably be required by FIG commensurate with your role and grade.***



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<b>Additional Information:</b>	
Stanley Leisure Centre is a multi-purpose; dual use recreation facility comprising a 25m heated indoor Swimming Pool, Sports Hall, Exercise Training Room, Squash Court and an outdoor Football Pitch.	
<b>Criminal Record Checks – This post is regarded as sensitive</b>	
<p>All applicants for Government posts will be asked to disclose convictions upon application. Criminal records will only be considered for recruitment purposes when the conviction record is relevant. Having an 'unspent' will not necessarily bar a candidate from employment. This will depend on the circumstances and background to the offence(s).</p> <p>Any information given will be completely treated as confidential and will be considered only in relation to the post to which the application refers.</p> <p>Failure by a candidate to reveal information that is directly relevant to the post applied for could lead to the withdrawal of the offer of employment.</p>	



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<b>Person Specification:</b>	Sports Attendant		
Criteria	Essential	Desirable	Assessment Method
<b>Education and Qualifications:</b>			
Current Pool Lifeguard Qualification or ability to obtain one within a short time	✓		A/I
Valid First Aid Certification or ability to obtain within a short time	✓		A/I
Basic written English skills	✓		A
GCSE English or equivalent		✓	A
GCSE IT or equivalent		✓	A
STA Basic or equivalent		✓	A
NVQ Level 2 in Sports		✓	A
Current valid driving licence		✓	A
Coaching qualifications		✓	A
<b>Knowledge, Skills &amp; Experience:</b>			
Current sporting/leisure/fitness experience	✓		A/I/R
Computer literate	✓		A
A strong team player with proven experience of effective teamwork	✓		A/I/R
Able to understand and follow written instructions	✓		A/R
Capacity to work effectively with people of all ages and abilities	✓		A/I
Good communication and organisational skills	✓		I/R
Experience of working with young people		✓	A/I
Holiday programme/sports and leisure industry experience		✓	A/I
Desktop publishing skills		✓	A
<b>Personal Attributes:</b>			
Patient, calm and courteous	✓		I/R
Able to deal pleasantly with all age groups	✓		I/R
Reliable team player, with a pleasant disposition	✓		I/R
Will work evenings and weekends as required	✓		A/I/R
Keen interest in sports		✓	A/I

## Method of assessment:

A - Application Form

I - Selection Interview

R - Reference