



Notts County Foundation

Inspiring active change

Notts County Foundation (NCF) is the independent *charitable* arm of Notts County FC. For over 30 years, our dedicated team has been using the power of football and the benefits of sport to make a real difference within our local communities.

Our wide range of programmes cover sport, fitness, health, inclusion, NCS and education – transforming the future outlook for many and leading to positive change within people’s day-to-day lives.

We take pride in our long-standing affiliation with Notts County FC – a community driven club that has provided fun, enjoyment and a sense of belonging for the people of Nottingham and Nottinghamshire for generations. By working together, we continue to inspire active change for those we serve.

Our mission statement is: **We use the power of sport and physical activity to transform the health and wellbeing of local communities.**

The mission is underpinned by Notts County Foundation’s **FIVE** core Values

- **We inspire:** Acting as role models, aiming to bring the best out of people
- **We are Innovative:** Thinking outside the box, making the unachievable happen
- **We are community driven:** Cohesion throughout our networks: participants, staff, funders and local partners
- **We show integrity:** Committed to doing what we said we would do
- **We are ambitious:** striving to grow and achieve.

Our impact on the community will be through the following areas of work:

- Sport and Inclusion
- Health
- Education
- NCS
- The Portland Centre



Job Description

Job Title:	Leisure Attendant
Responsible to:	Duty Manager – Pool/Facilities
Location:	The Portland Centre
Document Created (month & year)	October 2023

Overview of the role

As a Leisure Attendant you will undertake a range of duties to ensure the safe and efficient day-to-day operations of the Portland Centre, a historical building at the heart of the local community.

You will be responsible for supervising the pool, setting up and breaking down equipment, maintaining cleanliness of facilities, dealing with customer enquiries and providing a high standard of customer service at all times. You will assist the Duty Manager to oversee the general safety and behaviour of the public to prevent injury, misuse and damage to our centre.

Key Accountabilities & Responsibilities

- Provide safe and effective pool supervision, intervening for rescue purposes in the event of emergencies.
- Set up, break down, store, and check on equipment when in use, as necessary within manual handling guideline for various sessions.
- To undertake cleaning duties to a high standard, working within COSHH regulations and completing relevant check sheets.
- To maintain and restock customer service facilities such as toilet roll dispensers, soap dispensers, litter bins and nappy changing areas to a high standard.
- To communicate and engage with members, customers and staff, providing excellent customer service.
- Comply with the Pool Safety Operating Procedure, ensuring the safety and good conduct of all swimming pool users.
- To be aware of, understand and put into practice safety instructions and emergency procedures.
- To carry out pool testing according to test sheets instructions.
- Carry out day-to-day instructions as given by Duty Manager.
- Report immediately to the Duty Manager any safety hazards or deficiencies likely to render any equipment/area unsafe and any incidents that have occurred during shift.
- Provide cover for reception when required which will include cash handling, customer queries and bookings.
- To help in the control of access and ensuring safe use of any facility area and sports equipment.
- Assist Duty Manager in the opening/closing of the centre according to procedures.
- Maintain an acceptable level of fitness as laid out by the RLSS.

Financial Key Tasks

- To receive appropriate admission, booking fees and to issue receipts/tickets for such fees.
- Control of reception float and takings, banking funds according to company procedures.
- To ensure that all cash, cheques and other monies are secured at all times and relevant paperwork completed.



Training Key Tasks

- To attend regular staff training sessions, be they held in house or externally.
- To maintain and develop own professional knowledge and awareness.
- Maintain and keep up to date all relevant qualifications and knowledge.

General Duties

- To attend and contribute to regular staff meetings.
- To participate in all staff Notts County Foundation appraisal and supervision processes.
- To follow by Notts County Foundation policies and procedures at all times including Health and Safety, Equal Opportunities and Confidentiality.
- Ensure safeguarding is embedded within the organisation.
- To act as an ambassador for Notts County Foundation at all times and promote the activities of the Notts County Foundation.
- To undertake any other duties and responsibilities required to, commensurate with the grade and level of responsibility for the post.
- To support the delivery of other key areas of the business as required.

Equality, Diversity, and Inclusion

We value the diversity of our staff and welcome applications from people from protected groups under the Equality Act 2010, this specifically includes age, gender, sexual orientation, gender identity/reassignment, race, religion, disability, pregnancy and maternity and marriage and civil partnership.

Safeguarding Statement

Notts County Foundation (NCF) operates a child centred approach to safeguarding and where concerns about the welfare of a child or adult at risk exists, staff will always act in the best interests of the child or adult at risk.

The Foundation fully acknowledges and accepts its responsibility for the well-being and safety of all children and adults at risk engaged in Foundation activities. It is the duty of all staff working at the Foundation to ensure they safeguard children and adults at risk by creating an environment that protects them from harm.

Notts County Foundation believes that the general wellbeing, welfare, and safety of all children and adults at risk engaged in Foundation activities is of the utmost importance. NCF will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or adults at risk, family and the relevant local authority.



Personal Specification

Category	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> Current and Maintained National Pool Lifeguard Qualification. 	<ul style="list-style-type: none"> First Aid at Work. Level 2 Gym Qualification
Experience / Knowledge	<ul style="list-style-type: none"> Basic level of computer literacy. 	<ul style="list-style-type: none"> Experience in operating Legend or comparable leisure management software. Experience in a Leisure environment.
Personal Qualities/Attributes	<ul style="list-style-type: none"> Be able to communicate with all levels of staff and different user groups. Strong organisation skills and able to prioritise, multi-task and manage own workload. Work well as part of a team and independently, exercising initiative. Problem solve. Ability to think on feet and analyse problems and determine appropriate action. Adaptable and flexible to a changing environment. Enthusiastic and helpful nature. 	
Special Conditions	<ul style="list-style-type: none"> Shift pattern includes early mornings, evenings, and weekends. Subject to advance DBS check before starting. 	

Our package includes:

- **Competitive Salary.**
- **20 days of holiday plus 8 public holidays and extra days off during Christmas period.**
- **3% employer pension contribution. (upon successful completion of probation)**
- **Free Gym and Swim membership at The Portland Centre for you and a family member/friend.**
- **Access to a mental health specialist.**
- **Access to season tickets to Notts County Football Club.**
- **Personal growth is a key, and we invest in learning and development opportunities.**