



**POST OF MODERN APPRENTICESHIP IN SPORT & ACTIVE LEISURE  
(12 MONTH FIXED TERM)**

**JOB DESCRIPTION**

<b>SALARY:</b>	£7.15
<b>NO. OF HOURS:</b>	35 hrs per week
<b>COURSE REQUIREMENT:</b>	Candidates must be aged 16 - 24 years to be eligible for enrolment on to the Modern Apprenticeship programme.
<b>DATE PREPARED:</b>	May 2022
<b>RESPONSIBLE TO:</b>	Operational Supervisors
<b>RESPONSIBLE FOR:</b>	N/A

**PRINCIPAL FUNCTIONS:** Overview

Your role will act as an ambassador for The Pickaquoy Centre and as such you will be expected to be a dynamic member of the team who thrives in a fast paced and changing environment.

A Modern Apprenticeship in Sport and Active Leisure with the Pickaquoy Centre Trust offers candidates paid employment, with the opportunity to develop and grow their skills and knowledge to begin their career in sport and leisure industry. As part of your training, you will work across different departments, to gain a thorough understanding of the day to day operations of a leisure centre. This is a customer focused role where you will take responsibility to ensure the comfort, safety and supervision of all customers.

**Main Duties**

1. To prepare the facilities for the day to day operations.
2. To maintain vigilant supervision of pool, changing rooms and health suite users and ensure their safety at all times, or other areas as required.
3. To administer first aid, effect pool rescues and carry out resuscitation as necessary.
4. To carry out, and ensure, that the operational requirements of the pool is to a high standard.
5. To carry out daily plant and pool water treatments checks and ensure appropriate action if followed through, as required.
6. To support dry side operations as required, ensuring that equipment is set up and dismantled correctly.
7. To assist in the checking all stores as allocated ensuring that agreed standards are maintained, including the security of these stores.
8. To follow the reporting procedure in respect of the Centre's equipment and facilities, reporting any defects and quantity of unusable equipment.
9. To provide supervision and instruction in a variety of activities, such as swim teaching, coaching sports and leading children's activities.

10. To assist the management team in the development of the centre wide programme, as required.
11. To carry out cleaning duties of all areas as required.
12. To provide a high level of customer service.
13. To ensure that all tasks are undertaken in respect of the Health and Safety requirements at all times.
14. To assist in the continuous improvement of the Trust's quality improvement strategy.
15. To take part in relevant training courses and development activities as required in maintaining and improving knowledge and skills required for the role.
16. To follow The Pickaquoy Centre's policies, operating procedures and working instructions.
17. To carry any other duties as required, as appropriate to this post.

## PERSON SPECIFICATION

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications –</b> <ul style="list-style-type: none"> <li>• To maintain adequate level of fitness in order to complete the National Pool Lifeguard Qualification within 3 months from date of employment*.</li> <li>• To be willing to undertake continual professional development.</li> <li>• To hold a relevant National Governing Body Coaching qualification</li> <li>• To hold a UKCC Level 1 Swim Teachers qualification or willing to undertake the qualification within 6 months from date of employment.</li> </ul>	✓  ✓	✓  ✓
<b>Skills and Abilities –</b> <ul style="list-style-type: none"> <li>• To be able to undertake all activities outlined in the attached supplementary NPLQ information</li> <li>• To have the ability to complete paperwork associated with the role e.g. accident forms, pool tests.</li> <li>• To have basic numeracy skills (to SCQF4 level, or to have the ability to complete a basic numeracy test at this level).</li> </ul>	✓  ✓  ✓	
<b>Personal Qualities –</b> <ul style="list-style-type: none"> <li>• To have excellent communication skills and the ability to relate to customers.</li> <li>• To be punctual.</li> <li>• To be meticulous in your personal presentation and adopt the Centre's dress code.</li> <li>• To have an interest in sport participation and a desire to coach.</li> </ul>	✓  ✓  ✓	✓
<b>Additional Job Requirements –</b> <ul style="list-style-type: none"> <li>• To attend ongoing staff training sessions.</li> <li>• To be willing to work on a rota system, which will include early mornings, late finishes and weekends.</li> </ul>	✓  ✓	

**\*Please see attached Supplementary NPLQ Information, including dates of required attendance.**

**As part of your Modern Apprenticeship, you will gain the following qualifications:**

- SVQ 2 Sport and Active Leisure: Operational Services
- Modern Apprenticeship in Sport and Active Leisure
- RLSS National Pool Lifeguarding Qualification
- UKCC Level 1 Swim Teachers Qualification
- RLSS First Aid at Work