

## RECREATION ASSISTANT VACANCY

**Organisation:** Wolverton Leisure Trust

**Location:** Wolverton Swimming and Fitness Centre

**Salary:** from £15,807 to £17,072

**Hours** – 37.5 hours per week

**Benefits include:**

- Stakeholder Pension Scheme – Matched at one and a half times employee contribution – up to 5%
- Complimentary gym membership for employee plus one other
- Discounted gym membership for friends/family
- Complimentary and discounted Learn to Swim Scheme
- NVQ opportunities incl. Management/Leadership/Admin/Fitness Instructor
- Swimming Instructor course opportunities

**Closing date for all applications: 1200 Wednesday January 10<sup>th</sup> 2018**

To date, this modern facility has been very successful and continues to thrive with over 500,000 visits per year. We are looking for enthusiastic, motivated individuals to complement our existing friendly team. Candidates should be customer service focused and possess exceptional team working skills. The role involves ensuring the safety of the facility and customers whilst promoting a welcoming fitness environment.

Other than a current National Pool Lifeguard Qualification, relevant qualifications such as First Aid at Work are desirable but not essential. Applicants must be willing to work early mornings, late evenings and weekends, as the centre operates on a rota system.

If you feel you can match our expectations please contact the centre and request an application pack for this position. Once these have been completed, please send to:

Recruitment, Wolverton Swimming and Fitness Centre, Addington Avenue, Wolverton, Milton Keynes, MK12 5GH.

**T:** 01908 227752 **E:** [mail@wolvertonpool.com](mailto:mail@wolvertonpool.com) **W:** [www.wolvertonpool.com](http://www.wolvertonpool.com)

Successful applicants will receive notification of an interview within 1 week of the closing date. If you have not heard within this timescale you should assume that you have not been successful.

<b>JOB TITLE:</b> Recreation Assistant	<b>DEPARTMENT:</b> Health and Fitness
<b>RESPONSIBLE TO:</b> Senior Recreation Assistant	<b>JOB PURPOSE:</b> Responsible for pool safety and running of the day to day activities.
<b>SCALE/GRADE (in line with NJC Scales):</b> Starting from Scale 2 Point 11 - Scale 3 Point 15	<b>HOURS:</b> 37.5 hours per week
<b>RATE OF PAY:</b> From £15,807 to £17,072	
<b>BENEFITS:</b> <ul style="list-style-type: none"> <li>Stakeholder Pension Scheme: Matched at one and a half times employee contribution - up to 5%.</li> <li>Complimentary gym membership for employee plus one other</li> <li>Discounted gym membership for friends and family</li> <li>Complimentary and discounted Learn to Swim Scheme</li> <li>NVQ opportunities incl. Management/Leadership/Admin/Fitness Instructor</li> <li>Swimming Instructor course opportunities</li> </ul>	
<b>MAIN RESPONSIBILITIES:</b> <ul style="list-style-type: none"> <li>To deliver the highest level of customer experience within the facility</li> <li>To lifeguard the swimming pools following Trust Safety Operating Procedures at all times</li> <li>To work as a team and support all areas of the building when required</li> <li>To act professionally representing Wolverton Leisure Trust positively</li> <li>Help develop and grow the activities in the facility</li> <li>Strive to provide excellence in customer service at all times</li> </ul>	
<b>OTHER REQUIREMENTS:</b> <ul style="list-style-type: none"> <li>Flexible attitude to working providing cover for annual leave and absence</li> </ul>	
<b>OTHER DUTIES:</b> <ul style="list-style-type: none"> <li>This job description is not exhaustive. At times, the post holder will be asked to undertake other tasks and duties that are at a similar level of responsibility.</li> </ul>	

**SPECIFICATION RECREATION ASSISTANT**

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
<b>Qualifications</b>	Current National Pool Lifeguard Qualification.		Trust Application Pack and Interview.
<b>Work Experience &amp; Attainments</b>	Customer care experience.	Experience of working in a leisure environment.	Trust Application Pack and Interview.
<b>Communication Skills</b>	Smart in appearance, enthusiastic and provide excellent customer service. Have a friendly, approachable manner with exceptional interpersonal skills.		Trust Application Pack and Interview.
<b>Computer Literacy</b>	Good basic knowledge of IT, including Microsoft Office.	Able to manage and work with databases and CRM tools.	Trust Application Pack and Interview.
<b>Planning &amp; Organisation</b>	Able to contribute to the successful development of the pool and gym, working to targets and timescales.		Trust Application Pack and Interview.
<b>Team Working &amp; Attitude</b>	Able to work as part of a team and cover for annual leave and absence. Must have a flexible approach to working and be able to communicate with a wide range of colleagues and customers.		Trust Application Pack and Interview.