



SWYDDI CYNGOR
RHONDDA CYNON TAF
COUNCIL JOBS



Pecyn Gwybodaeth i Ymgeiswyr

Candidate Information Pack

JOB DESCRIPTION

LEVEL 1 RECREATION ATTENDANT

Post Reference Number:

Date of Job Description: Nov 2022

Version: 1

Grade	Grade 4
Location	Abercynon Sports Centre, Bronwydd Swimming Pool, Hawthorn Leisure Centre, Llantrisant Leisure Centre, Rhondda Fach Sports Centre, Rhondda Sports Centre, Sobell Leisure Centre, Tonyrefail Leisure Centre
Group	Community & Children's Services
Division	PHP & Community Services
Department/Section	Leisure, Countryside & Culture
Team/Sub Section	Abercynon Sports Centre, Bronwydd Swimming Pool, Hawthorn Leisure Centre, Llantrisant Leisure Centre, Rhondda Fach Sports Centre, Rhondda Sports Centre, Sobell Leisure Centre, Tonyrefail Leisure Centre
Responsible to	Recreation Manager
Posts reporting to this post	N/A
DBS Required	Yes- Enhanced

Why work for Rhondda Cynon Taf Council?

Rhondda Cynon Taf Council is one of the largest Local Authorities in Wales and our vision is "for Rhondda Cynon Taf to be the best place in Wales to live, work and play, where people and businesses are independent, healthy and prosperous".

If you work for us, everything you do will be about making a positive difference to our community and the public sector.

Our excellent induction, training and development programmes will help you grow in your role. You will be challenged and supported, with the opportunity to learn new and transferable skills whilst playing your part in helping others.

Our generous annual leave allowance will provide you with 25 days holidays (pro rata, increasing to 30 upon 5 years of completed service), in addition to 8 public holidays. We have an excellent pension scheme with employer contributions and our financial support benefits will help to give you a sense of security and wellbeing for the future. We care about the wellbeing of our staff and our family friendly and inclusive policies allow for flexibility when needed. We offer support and advice including counselling, health surveillance, nurse and physiotherapy services. There are also a number of staff networks for employees including the Allies Network, a Disability and Carers Network, Perthyn our LGBTQ+ Network and Spotlight, open to Black, Asian and minority ethnic staff.

In addition, you will have access to a wide range of staff benefits including discounted 'Leisure for Life' membership, 'Vectis Card' for discounts on hundreds of products and services, Cycle to Work scheme and a technology purchase scheme.

Please see our [career pages](#) to find out more about working for us.

Purpose of the post:

KEY OBJECTIVES

To provide safe and enjoyable recreation activities and facilities for customers.

What you will deliver:

SPECIFIC RESPONSIBILITIES

- To provide excellent customer service to all customers using the facilities.
- Undertaking the safe supervision and operation of the leisure centres and swimming pools, in compliance with training undertaken, procedures issued, nationally recognised standards and instructions from responsible officer.
- The implementation of the emergency operating procedures, normal operating procedures and staff handbook as required and compliance with the procedures set out within these documents or any subsequent additions.
- The implementation of first aid in accordance with the qualification and training received and the completion of accident and incident records and reports as required.

What you will deliver:

- To ensure the Health and Safety of the public and other members of staff.
- To ensure the cleanliness, maintenance and housekeeping of the facilities and to under associated tasks as directed or in accordance with the schedules.
- To ensure that all chemicals are stored and used in accordance with the training and instruction given.
- To set up and take down all equipment required in a safe manner and ensure the safety and cleanliness of all equipment provided.
- Attendance at meetings as required.
- To assist in the induction of new staff as and when required.
- The driving of Council vehicles and the movement of equipment and supplies between locations
- To undertake regular inspections of premises and undertake appropriate safety, cleaning, maintenance and housekeeping standards.
- To undertake regular training to meet on-going national standards.

To undertake such other duties and responsibilities commensurate with the grade, as may be reasonably required by the Service Director, or as a mutually agreed development opportunity.

To comply with the Council's Health and Safety Policies and procedures and undertake any relevant health and safety duties in accordance with local arrangements.

To support the Council to play its part in tackling Climate Change and meeting its Carbon Reduction targets across the services it delivers and also in the goods and services it buys or commissions from other organisations.

All staff have a valuable and vital role in keeping people safe. Any person with concerns regarding the safety of a child or adult at risk, OR the behaviour of a colleague towards a child or adult at risk, has a responsibility to report this immediately. This should be done via the person's Line Manager, Designated Safeguarding Lead or contact the Cwm Taf Multi Agency Safeguarding Hub.

THE CONTENTS OF THE DOCUMENT WILL BE SUBJECT TO REVIEW FROM TIME TO TIME IN CONSULTATION WITH THE POST HOLDER. JOB DESCRIPTIONS MAY BE AMENDED TO REFLECT AND RECORD SUCH CHANGES.

PERSON SPECIFICATION

This Person Specification sets out the knowledge and/or qualifications, past experience and personal competencies that would be ideal for this particular post.

The **Knowledge/Qualifications** and Experience sections describe what is required in terms of the technical ability that is needed to do this job successfully.

The **Competencies** section describes the kinds of non-technical skills, abilities and personal characteristics that the ideal person for this particular role would have. The competencies describe how that person would ideally work with other people and how they would approach their responsibilities.

The **Special Conditions and Professional Requirements** section describes any other qualities appropriate to the particular circumstances associated with this role.

Knowledge / Education:

Essential	Desirable
Current Royal Life Saving Society National Pool Lifeguard qualification or equivalent (required in Centres with swimming pools).	NVQ Level 2 Operational Services or willingness to achieve within 12 months. Ability to communicate through the medium of Welsh.
First Aid at Work Certificate.	
Defib Training	

Experience:

Essential	Desirable
	Experience of working in a similar role.

Welsh language skills:

Essential	Desirable
<p>Welsh Language Level 1 <input type="checkbox"/></p> <p><i>All employees will be required to undertake a basic Welsh Language induction to reach this level</i></p>	<p>Welsh Language Level 2 <input type="checkbox"/></p> <p>Welsh Language Level 3 <input type="checkbox"/></p> <p>Welsh Language Level 3-5 <input type="checkbox"/></p> <p>Welsh Language Level 4 <input type="checkbox"/></p> <p>Welsh Language Level 5 <input type="checkbox"/></p>
<p>For details about the levels please refer to 'The Welsh Language Skills Guidance' online: www.rctcbc.gov.uk/WelshSkills</p>	

What skills you will use in the workplace:

Competency Areas	Competency behaviours and values
Working with Others	<p>Supports other team members when required, particularly new team members.</p> <p>Is tactful, polite and respectful.</p> <p>Seeks to prevent or overcome conflict.</p>
Communicating Effectively	<p>Listens to others and actively checks their understanding.</p>
Meeting Customers' Needs	<p>Always puts the Service Users' needs first.</p> <p>Considers the needs of different groups e.g. children, senior citizens, disabled people.</p>
Achieving Results	<p>Is always punctual and ready to start work on time.</p> <p>Takes initiative and can work without close supervision.</p> <p>Always completes tasks on time</p>
Maintaining Safety and Well-being	<p>Carries out daily inspection of equipment (where relevant).</p> <p>Ensures that maintenance and/or disposal of equipment and resources is in line with environmental best practice.</p>

	Anticipates and reports any risks and faults to the correct people quickly.
Demonstrating Professionalism	Is responsible, trustworthy and reliable and takes personal accountability for work. Stays calm and tries to diffuse tense/aggressive situations.

Special Conditions and Professional Requirements

Required to participate in a shift pattern which will include working weekends, evenings and Bank Holidays.

Uniform provided to be worn at all times.

Ability to cover other Centres within service as and when required.