



the pickaquoy centre



# LIFEGUARD

## Overview:

In your role you will effectively carry out the operational procedures of the swimming pools and health suite, primarily ensuring the safety, but also the comfort, supervision and enjoyment, of all swimming pool users.

In this customer-facing role, you will act as an ambassador for The Pickaquoy Centre. You will be expected to be a dynamic member of the team who thrives in a fast-paced and changing environment.

With Orkney due to host the International Island Games in 2025, there has never been a more exciting time to join our team.

## Hourly Rate:

£12.60 per hour

## No. of Hours:

35 hours per week

## Date Prepared:

April 2025

## Responsible to:

Duty Manager

## Why work for the Pickaquoy Centre?













- Free use of facilities
- Local Government Pension Scheme - employers contribution of 15%
- Discounted food and drink in the Picky Cafe
- Various Centre discounts, including Personal Training sessions, Sunbed use, Children's parties, Holiday Camp
- Enhanced annual leave entitlement linked to length of service
- Cycle to Work Scheme
- Contractual Sick Pay Scheme

We are a  
**Living Wage**  
Employer

# Main Duties:

1. To prepare the pool facilities for the day-to-day operations and carry out the key operational requirements of the facility to a high standard.
2. To maintain vigilant supervision of the pool, changing rooms and health suite, ensuring the safety of facility users at all times.
3. To administer first aid, effective pool rescues and carry out resuscitation as necessary.
4. To consistently provide excellent customer service.
5. To carry out poolside cleaning duties as required.
6. To assist the management team in the development of the pool programme.
7. To be willing to undertake training to provide supervision and instruction in a variety of activities, such as swim teaching.
8. To ensure that tasks are always undertaken in respect of Health and Safety requirements.
9. To carry out daily plant and pool water treatments checks and ensure appropriate action is taken, as required.
10. To take part in relevant training courses and development activities to maintain up-to-date knowledge and skills required for the role.
11. To assist with training and induction of other team members.
12. To follow The Pickaquoy Centre's policies, operating procedures and working instructions.
13. To ensure that all duties are carried out with due regard for the Trust's Equal Opportunities Policy along with any other associated policies and practices.
14. To remain compliant with General Data Protection Regulations (GDPR) and maintain absolute confidentiality.
15. To undertake other duties as the Senior Management Team may require, which may include support required for dry side operations.
16. The post holder may be required to work at other departments/sites operated by The Pickaquoy Centre Trust.

# Person Specification:

Attributes	Essential	Desirable
<b>Professional / Educational Qualifications -</b> <ul style="list-style-type: none"> <li>To hold a National Pool Lifeguard Qualification.</li> <li>To be willing to undertake continual professional development.</li> <li>To hold a current First Aid at Work qualification, or be willing to undertake training if required.</li> <li>To hold a SSTQ or UKCC Level 1 Swim Teachers qualification or be willing to undertake the qualification within 12 months from date of employment.</li> <li>To hold a relevant National Governing Body Coaching Qualification.</li> </ul>	   	  
<b>Relevant work / other experience -</b> <ul style="list-style-type: none"> <li>To have experience of working within a team.</li> <li>To have experience of working in the sport and leisure industry.</li> <li>To have knowledge of the leisure industry.</li> </ul>		 
<b>Skills and Abilities -</b> <ul style="list-style-type: none"> <li>To have ability to complete paperwork associated with the role e.g. incident report forms and pool tests.</li> <li>To have basic numeracy skills.</li> <li>To have the ability to make decisions in a timely manner.</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 have the ability to deal constructively with a range of different people.</li> <li>To be meticulous in own personal presentation and adopt the Centre's dress code.</li> </ul>	   	
<b>Additional Job Requirements -</b> <ul style="list-style-type: none"> <li>To maintain adequate levels of fitness to uphold the National Pool Lifeguard Qualification.</li> <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>	  	

We are committed to inclusion and diversity, and welcome applications from groups with underrepresented protected characteristics. We are happy to discuss reasonable adjustments or arrangements for any part of the recruitment or selection process, or for the tasks and duties associated with this role.