**Job Profile comprising Job Description and Person Specification**

 **Job Description**

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| **Provisional Job Title:** | **Grade**: Scale 4 |
| Pool Maintenance Assistant |
| **Section:** | **Directorate:** |
| Culture/Sports | Environment and Community Services |
| **Responsible to:** | **Responsible for:** |
| Pool Maintenance Supervisor |
| **Post Number/s:****R3017910** | **Date:** October 2016 |

**Working for the Richmond/ Wandsworth Shared Staffing Arrangement**

This role is employed under the Shared Staffing Arrangement between Richmond and Wandsworth Borough Councils. The overall purpose of the Shared Staffing Arrangement is to provide the highest quality of service at the lowest attainable cost.

Staff are expected to deliver high quality and responsive services wherever they are based, as well as having the ability to adapt to sometimes differing processes and expectations.

The Shared Staffing Arrangement aims to be at the forefront of innovation in local government and the organisation will invest in your development and ensure the opportunities for progression that only a large organisation can provide.

**Job Purpose:**

The Pool Maintenance Assistant works closely with the Pool Maintenance Supervisor to maintain the Centre facilities and services. The postholder will be crucial on a day to day basis in ensuring health and safety of visitors and ensuring the safe and effective maintenance of the pool site.

**Specific Duties and Responsibilities:**

* To carry out day to day plant room operations including topping up chemicals, backwashing, water tests and carrying out general maintenance in the plant room. Also carry out a visual check of the plant room on every visit.
* To assist with reporting maintenance and remedial repairs within the facility.
* To adhere and have an extensive knowledge of all Health & Safety documents (including
* the NOP’s / EAP’s / Plant room permits / Emergency plans) and pool plant operations.
* To assist with the maintenance of onsite statutory records e.g. Fire Log, Water Hygiene etc.

 To assist with the above duties at Teddington Pools & Fitness Centre as and when
necessary.

**Generic Duties and Responsibilities**

 To contribute to the continuous improvement of the Borough’s of Wandsworth and

Richmond services.

 To comply with relevant Codes of Practice, including the Code of Conduct, and policies concerning data protection and health and safety.

 To promote equality, diversity, and inclusion, maintaining an awareness of the equality and diversity protocol/policy and work to create and maintain a safe, supportive and welcoming environment where all people are treated with dignity and their identity and culture are valued and respected.

 To understand the both Council’s duties and responsibilities for safeguarding children, young people and adults as they apply to your role within the council.

 The Shared Staffing Arrangement will keep its structures under continual review and as a result the post holder should expect to carry out any other reasonable duties within the overall function, commensurate with the level of the post.

**Additional Information**

The Sport & Fitness Service sits within the Contracts & Leisure Department. Its primary objective is to develop opportunities and provision for participation in sport and physical activity for all sections of the community. The team is responsible for the management of 4 dual-use Sports and Fitness Centres, Teddington Pools & Fitness Centre and Pools on the Park in Richmond, as well as a centrally based Sports Development Team.

The Council is continually reviewing it structures and ways of working in order to provide the best services possible for residents, in the most efficient way. As a result, the key tasks in any job may be varied and the post holder will be expected to take on such variations consistent with the level of responsibility of the post.

The postholder will work a flexible shift rota, which will include unsociable hours (including evenings and weekends). The postholder may also be asked to work at any of the Borough’s Sport & Fitness Centres.

The service is firmly committed to creating a safe and enjoyable environment for all young people, children and vulnerable adults. Our safeguarding responsibilities include safe recruitment practices which include the vetting of all individuals who work with these groups. Background checks including checks with the Disclosure and Barring Services (DBS) will be carried out in accordance with DBS guidelines.

 **Person Specification**

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| --- | --- |
| **Provisional Job Title:** | **Grade**: Scale 4 |
| Pool Maintenance Assistant |
| **Section:** | **Directorate:** |
| Culture/Sports | Environment and Community Services |
| **Responsible to:** | **Responsible for:** |
| Pool Maintenance Supervisor |
| **Post Number/s:** | **Date:** October 2016 |

**Our Values and Behaviours**

The values and behaviours we seek from our staff draw on the high standards of the two boroughs, and we prize these qualities in particular:

**Being open** - This means we share our views openly, honestly and in a thoughtful way. We encourage new ideas and ways of doing things. We appreciate and listen to feedback from each other.

**Being supportive** - This means we drive the success of the organisation by making sure that our colleagues are successful. We encourage others and take account of the challenges they face. We help each other to

do our jobs.

**Being positive** - Being positive and helpful means we keep our goals in mind and look for ways to achieve them. We listen constructively and help others see opportunities and the way forward. We have a ‘can do’ attitude and are continuously looking for ways to help each other improve.

**Post Specific Values & Behaviours**

 I am a role model for the Council’s behaviours and lead by example.

 I challenge others and deal with challenges in an honest and constructive way.

 I treat customers the way they would want to be treated. I treat everyone fairly, with respect and value differences.

 I do what I say I will do, when I’ve promised to do it, or let people know why not.

 If I spot something going wrong I do something about it, even if it isn’t my job.

 I look for examples of good practice in the council and outside to improve the way I do my job.

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| **Requirements** | **Assessed by****A & I/ T/ C** |
| **Knowledge & Experience** |
| Pool Plant operations knowledge and experience of working in a Plant Room(essential). | A/I |
| Experience of dealing with the public in a customer care role. | A |

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| **Skills** |
| Ability to undertake maintenance and remedial repairs (essential). | A/I |
| Ability to carry out day to day plant operation tasks (essential). | A/I |
| Ability to demonstrate an understanding of why Diversity & Equality is importantin employment and sports / leisure service delivery. | A/I |
| Ability to demonstrate an understanding of why Customer Care is important in employment and customer service. | A/I |
| Ability to communicate effectively verbally with staff and customers, for thepurposes of providing advice/guidance, as well as information and assistance on services offered and the operation of equipment. | A/I |
| **Qualifications** |
| Pool Plant Operators qualification (essential). | A |
| **Other** |
| Ability to work a flexible shift system, which will include evenings and weekend working. | I |
| Ability to work at any of the Borough’s sports/leisure facilities. | I |

**Structure Chart – Pools on the Park**

