

# JOB DESCRIPTION - Team Leader



## Responsible to Sports Centre Manager for Tring Sports Leisure Limited

### Role

Tring Sports Centre is operated by Tring Sport and Leisure Ltd which is a wholly owned trading subsidiary of Tring School. Tring Sports centre has extensive leisure facilities including a sports hall, fitness studio, swimming pool, astroturf, grass pitches, classrooms and halls which are let for community use after school and at weekends.

As a Team Leader you will assist with management coverage across all aspects of the centre whilst on shift, jumping in wherever needed and ensuring customers are happy and receiving a first class service. You will ensure that team members are deployed to the right places, carrying out their roles effectively and are clearly communicated with on a regular basis. Lifeguards have the vital role of keeping our customers safe in and around the water. The successful applicant will have a UK recognised pool lifeguard qualification. Tring Sports Centre Lifeguards also perform other duties, such as cleaning assigned areas, setting up and breaking down various activities and events and conducting pool testing according to procedures.

### Responsibilities of this role include (but are not limited to):

- Ensuring a welcoming front of house presence is delivered at all times
- Responsibility for centre operations including key holding, opening and/or closing the centre
- Coordinating the efficient and effective deployment of the team
- Undertaking reception, pool supervision and /or membership sales, as required
- Cash reconciliation and banking duties
- Carrying out relevant and required health and safety checks, including plant room maintenance
- Assisting Duty Manager with Induction and training of new staff
- Establish and maintain excellent relationships with customers and potential customers
- Understanding of relevant health and safety legislation
- Excellent verbal communication skills, including the ability to appropriately correct behaviour of pool users where necessary
- A good standard of physical fitness
- Lifeguard duties when necessary
- Cleaning and maintaining the centre to ensure high standards of cleanliness are achieved

### Person Specification

#### Essential

- NPLQ qualification
- Pool plant foundation certificate (or willingness to obtain)
- Experience of working in a leisure/sports centre
- An interest of physical fitness
- Confidence and an approachable nature
- First Aid Qualification
- Experience of working a swimming pool

*This job description is a guide to the work that you will initially be required to undertake. It may be changed from time to time, in consultation with you, to meet changing circumstances. It does not form part of your contract of employment.*