



Newtownpark Avenue  
 Blackrock  
 Co. Dublin  
 Nicola Ring - Sports Centre Manager

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**WE ARE HIRING! Join our award-winning team –  
 Applications are now being accepted for the position of Leisure Attendant**

**JOB PURPOSE:**

The key function of the role of the Leisure attendant is to be multi skilled, adaptable and flexible in assisting in the day to day operations of our activity program and the facilities. To facilitate the customer’s needs upon arrival at the Sports Centre in a customer focused approach. The principle responsibility is to ensure that the Sports Centre’s operating procedures, customer interface and service standards, cash handling, administrative, safety, hygiene & environmental policies are consistently and effectively maintained.

Responsibility	Tasks
<b>Teaching</b>	<ul style="list-style-type: none"> <li>• Teach Newpark Sports Centre standards program in line with the syllabus and guidelines.</li> <li>• Ensure best practice and delivery is followed when teaching all group and individual swimming classes, fitness classes and gymnastics classes.</li> <li>• Ensure customer service is to the highest standard when dealing with queries/concerns.</li> <li>• Complete a scheme of work, session plans and evaluations for each class.</li> <li>• Monitor and record swimmers progress throughout each programme on a daily/weekly basis.</li> <li>• Maintain the pool environment, setting up and taking down equipment as required.</li> <li>• Additional duties as allocated by the Sports Centre Manager</li> </ul>
<b>Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>• The Sports Centre Management has adopted a Health and Safety Statement to ensure the Health, Safety and welfare of all employees. Every employee must ensure that his/her conduct conforms to the standards set out in this Statement.</li> <li>• Provide accurate and detailed safety information to customers as requested by any member of Management.</li> <li>• Ensure that all equipment is in working order and safe for use prior to each session.</li> <li>• Report any safeguarding concerns immediately to the Child Protection Officer.</li> </ul>





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<b>Standards</b>	<ul style="list-style-type: none"> <li>Adhere and implement all Newpark Sports Centre policies &amp; procedures.</li> <li>Keep accurate records in relation to all aspects of work and prepare reports as required.</li> </ul>
<b>Customer service</b>	<ul style="list-style-type: none"> <li>Demonstrate excellent customer care skills at all times.</li> <li>Dealing with customers in a friendly, polite and professional manner.</li> <li>Adhere to the culture and values of Newpark Sports Centre</li> </ul>
<b>Technical Responsibilities</b>	<ul style="list-style-type: none"> <li>Attend training courses as required.</li> <li>Continuously improve instructor knowledge and skills to remain up to date on all teaching practices and trends.</li> </ul>
<b>EDUCATIONAL STANDARD (where applicable):</b>	<ul style="list-style-type: none"> <li>NCEF, NTC or internationally recognised equivalent</li> <li>Swim Ireland or equivalent swimming teacher's award</li> <li>Safeguarding, Garda vetted, manual handling</li> <li>RLSS Pool Lifeguard Award</li> <li>STA/CIMPSA Pool Plant operator's certificate (an advantage)</li> </ul>

The above contains the main outline of duties. However, it's inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this. The Sports Centre Manager will, on a term basis, formally review the duties and performance of the Leisure attendant in the light of changing circumstances. This review will form the basis of an annual report to the Board of Management. The role will be subject to successful Garda Vetting.

**Salary is negotiable depending on experience.**

Please forward your letter of application and a current CV to:  
 Nicola Ring-Sports Centre Manager  
 Newpark School Sports Centre, Newtownpark ave, Blackrock, Co Dublin  
[nicola@newparksportscentre.ie](mailto:nicola@newparksportscentre.ie)

**The closing date for applications is Friday 27<sup>th</sup> August 2021**

