

Harlow Council Job Description

Job Title: Casual Summer Staff **Post Number:** SR0285X

Grade: 2 **Date:** April 2021

Service: Community Wellbeing

Location: Various

Responsible to: Community Safety Team Manager

Job Purpose:

- 1.0 To work at various sites around the town on paddling pools
- 2.0 To keep accurate records of use, accidents and incidents
- 3.0 To maintain clean and safe environment for users of facilities
- 4.0 To undertake any other duties appropriate to the role
- 5.0 Statement of Health and Safety

Breakdown of tasks:

1.0 To work at various sites around the Town on Paddling Pools

- 1.1 Complete allocated shift at: Norman Booth Paddling Pool, Staple Tye Paddling Pool, Bush Fair Paddling Pool, Potter Street Splash Park, Sumners Paddling Pool or Town Park Paddling Pool.
- 1.2 Attend all training and induction sessions as requested.

2.0 To keep accurate records of use, accidents and incidents

- 2.1 Fill in daily record sheets accurately.
- 2.2 Record accidents immediately and report any serious incidents through appropriate channels.

3.0 To maintain a clean and safe environment for users (following daily record sheet)

- 3.1 Keep all areas and surrounds clean and free of litter, glass and any other hazardous item.
- 3.2 Maintain water quality to required standards.
- 3.3 Check all operational areas for dangerous items or surfaces.
- 3.4 Check all equipment before commencing any activities.
- 3.5 Empty bins as required.
- 3.6 Report inappropriate behaviour at any of the sites/events.
- 3.7 Report emergency situations at any of the sites.
- 3.8 Be aware at all times of safeguarding and safety issues.
- 3.9 Administer essential basic first aid.

4.0 Other duties appropriate to the role.

- 4.1** To undertake other duties commensurate with the grade, skills, knowledge and experience of the post holder.
- 4.2** All employees are expected to show a commitment to safeguarding children, young people and adults with care and support needs.
- 4.3** All employees are expected to have regard and operate within the Council's commitment to equality and diversity and customer care.
- 4.4** All employees are expected to adhere to requirements of GDPR (General Data Protection Regulation) and The Data Protection Act 2018 and comply with measures to protect the confidentiality of information in accordance with Council policies and procedures.
- 4.5** All employees are expected to familiarise themselves with and adhere to all relevant Council Policies and Procedures.

5.0 Statement of Health and Safety

- 5.1** Harlow Council is committed to the provision of high quality health and safety standards. In order to achieve this all staff employed by the Council have the following specific responsibilities, which are consistent with the requirements of the Health & Safety at Work Act 1974:
- 5.2**
- To take reasonable care for the health and safety of yourself and of other persons who may be affected by what you do or fail to do
 - To co-operate with Harlow Council in order to enable statutory requirements to be implemented
 - Not to intentionally interfere with or misuse anything provided in the interests of health and safety.