

Habs

HABERDASHERS'
BOYS' SCHOOL

HABERDASHERS'
GIRLS' SCHOOL

Job Description

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Role: Lifeguard and Sports Centre Assistant

Overview: Working on behalf of the Estate and supporting the PE Departments, you will provide lifeguarding support across our pools, assist in maintaining the Sports Centre facility and equipment, provide reception and booking functions and assist with key events.

Salary: Up to £22,320 per annum, depending on qualification, skills and experience

Hours: Full-time – 37.5 hours per, between the hours of 06:30 – 20:00 on a AM/PM rota basis, 5 days out of 7, to include some weekends.

Responsibilities

General Duties

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To ensure there is a presence and visibility of Sports Centre staff and other helpers during use and to liaise with security and caretakers to ensure that the facilities are locked when not in use.

Administration and Support

- To assist with all Sports Centre bookings for external lets, evening and weekend events including the provision of a reception function for external visitors/users during working hours and outside working hours for major events.
- Assistance to Director of Sport and the PE Department in the preparation and provision of equipment and facilities in support of the PE curriculum, including assistance for swimming galas and water polo fixtures and acting as a lifeguard.
- Liaising with the cleaning contractor and staff responsible for events to ensure that the cleanliness of the Sports Centre is maintained.
- Maintain the storage of equipment and resources.
- Prepare sports facilities ready for handover to staff in charge of evening lettings.
- Dealing with problems, complaints or breakages as necessary.
- Promotion of sporting and extra-curricular opportunities.
- Lifeguarding of lessons and events in the sports facilities

Health & Safety

- Be aware of the school's own H&S policies and procedures, in particular the swimming pool, Pool Safety Operating Procedures (PSOP & EAP) Emergency Action Plan and Conditions of Use and ensure these are adhered to by all users.
- Ensuring health and safety procedures and practices are understood and the correct procedures are followed.

Maintenance

- Clean the swimming pool and conduct maintenance, back wash and regular daily tests of pool water quality during working hours. Arranging with the duty caretaker for testing to be carried out over the weekend and school closure dates where required.
- Cleaning of other areas, such as changing rooms and sports halls.
- First line maintenance of sports equipment including cleaning and lubrication of fitness suite equipment
- Ensure with maintenance repairs to be carried out and supervise and co-ordinate emergency repairs when required.

Other miscellaneous responsibilities include:

- Liaise with the Facilities Assistant, Senior Caretaker and Grounds Manager over bookings and use as necessary.
- Any other reasonable activities as determined by the Sports Facilities Manager, Facilities and Commercial Manager, Director Sport or School.

Person Specification

Experience and Qualifications

- Experience of working in a sports centre or similar leisure facility, in particular with experience of working in a swimming pool is desirable but not essential.
- Experience of working in a school is desirable but not essential.
- National Pool Lifeguard Qualification
- Pool Plant Operator Qualification is highly desirable, but not essential, though the need to gain the qualification is required
- Recognised First Aid Qualification desirable, though the need to gain the qualification is required

Skills

- Excellent interpersonal, communication and customer service skills, with the ability to interact effectively with boys, staff, senior management and visitors.
- Sound initiative with the confidence and the resilience to see a job through to completion and to seek direction and guidance when needed.
- Competent IT skills with intermediate level MS Office skills is desirable.
- Good literacy and numeracy skills with excellent attention to detail.
- Good administrative and organisational skills with the ability to organise and prioritise work.
- Ability to meet deadlines and work under pressure.

Attributes

- An interest in sport/sporting activities.
- Discretion, courtesy, honesty and integrity.
- Reliable, punctual, and hard-working.
- Smart, professional and presentable.
- Ability to work as part of a team.

Training

- Preparedness to undertake training and development, as required, particularly in relation to the introduction of new technologies.
- Where current qualifications are not held, training will be provided in life guarding and swimming pool maintenance.

Terms and Conditions

Benefits

Currently the School offers a wide range of benefits to staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications;
- Enrolment into the School's pension scheme, with 12% employer contribution, based on 5% individual contribution
- Group Life Assurance (4 x salary);
- Free lunches, other meals and refreshments;
- Free parking on the School campus;
- Free coach travel on the service provided by the School (subject to availability);
- Tax free bicycles for work through the Cycle to Work Scheme;
- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach;
- Employee Assistance Programme