



THE PERSE

SCHOOL

CAMBRIDGE



Casual Lifeguard

£15.16 per hour

CANDIDATE PACK





Safeguarding

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.

Job Purpose

The Casual Lifeguard will work as part of a team in supervising, controlling and ensuring the safety and comfort of customers at all times in the Sports Centre, but in particular focus with the swimming pool environment and to provide the highest standards of customer service to all users of the Sports Centre.

To provide all customers and School students to the Sports Centre, with a friendly and positive experience, through delivering effective customer services and high standards of housekeeping.

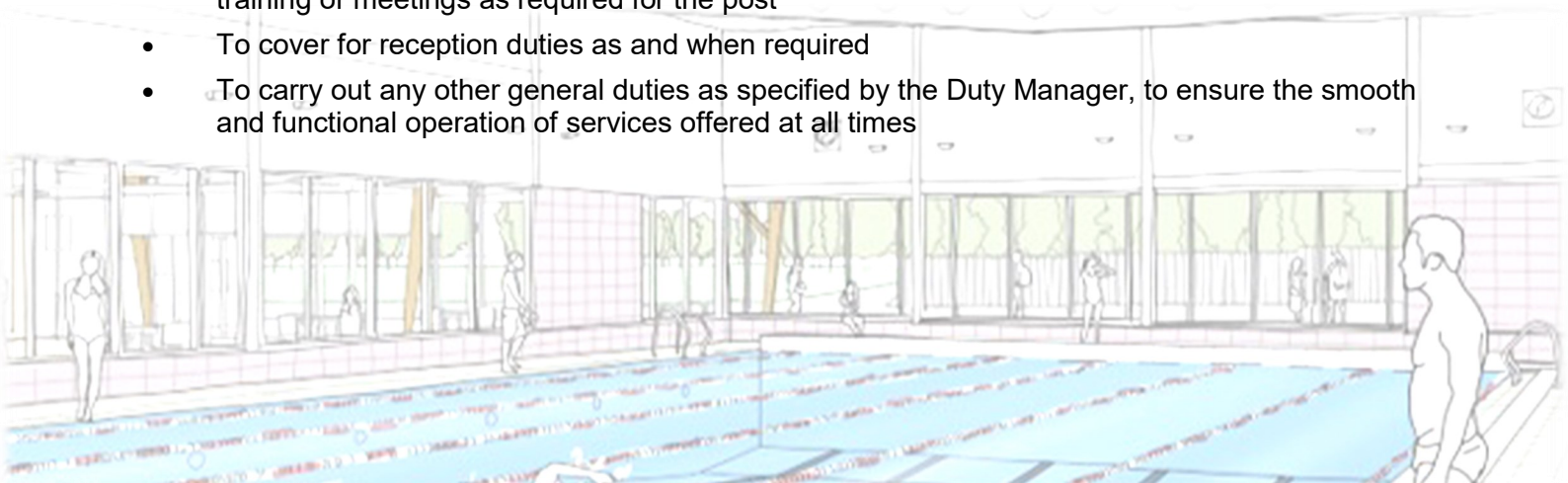
Reporting to

As a member of the support staff, your responsibility is to the Bursar, who delegates day-to-day responsibility for your line management to the Sports Centre Manager.

Key Responsibilities

General Duties

- Assisting the Sports Centre Manager and the Duty Managers in the daily operations of the swimming pool complex. Ensure the safety of the users and compliance with safety legislation and procedures.
- To carry out lifeguard duties to ensure the safety, welfare, supervision and controlling of all bathers or users of the swimming pool during designated sessions, and dealing with emergencies should they arise
- To be vigilant and proactive to provide a safe environment for School pupils under “Duty of Care” procedures
- To be proactive and supportive when dealing with Sports Centre customers, being vigilant of their needs and focused on service
- Ensure the Sports Centre and particularly the pool and surrounding area is maintained in a safe condition, in compliance with current Health and Safety legislation
- Maintain a high standard of hygiene and cleanliness throughout the Sports Centre in accordance with cleaning schedules and standards
- Ensure the correct behaviour and use of the pool by all users, in accordance with the pool’s rules and safety regulations
- Ensure all the pools NOPs, EAP and documented procedures are adhered to
- To assist in facility and activity changeovers, be familiar with all equipment and procedures and ensure the safe handling, transport and maintenance of Sports Centre equipment.
- To ensure that sports areas, teaching spaces, communal and access areas are prepared, safe and effective for the programme
- To maintain the NPLQ qualification by attending regular onsite training and any other mandatory training or meetings as required for the post
- To cover for reception duties as and when required
- To carry out any other general duties as specified by the Duty Manager, to ensure the smooth and functional operation of services offered at all times





Key Responsibilities

School and Community Use

- To ensure the facilities are set up and available for school, lettings and community bookings
- To ensure procedures are followed between school and external users, ensuring safeguarding and security is prioritised for school pupils

Building and Equipment

- Ensure that the Sports Centre facilities (including the pool itself, the pool hall, sports hall, climbing wall, changing areas, toilets, central atrium and other areas) are maintained to a high standard day-to-day. This will involve regular checks and completion of cleaning, the appropriate setting up, management and storage of equipment and highlighting faults or maintenance issues where necessary to the Management Team
- In an emergency, assist in the clearing of all buildings according to procedures
- To ensure that all parts of the building are made secure when not in use

Health and Safety and Security

- To uphold the safety, security and welfare of yourself, school pupils, external users and your colleagues in accordance with all Centre procedures and H&S legislation, raising any concerns regarding this issue with the Management Team
- To ensure the Normal Operating Procedures (NOP) are followed and to comply with and implement the Emergency Action Plan (EAP)
- To adhere to the Perse Sports Centre policies and procedures
- To report all faults, incidents, accidents and dangerous occurrences
- To ensure you meet your requirements as an employee under the Health & Safety at Work Act 1974 and COSHH regulations
- To tidy stores and rearrange furniture and equipment as required
- Implement the fire evacuation procedures for the Sports Centre, ensuring an orderly and safe evacuation

Customer Service

- To ensure customers always experience a high level of professional standards. Contributing to the promotion of a positive image of the Sports Centre and the Perse School
- To always display excellent customer service and an appreciation of customers' expectations

Safeguarding

- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact





Person Specification

Qualifications and Experience

Essential

- Current and valid National Pool Lifeguard Qualification
- Must be a strong swimmer

Desirable

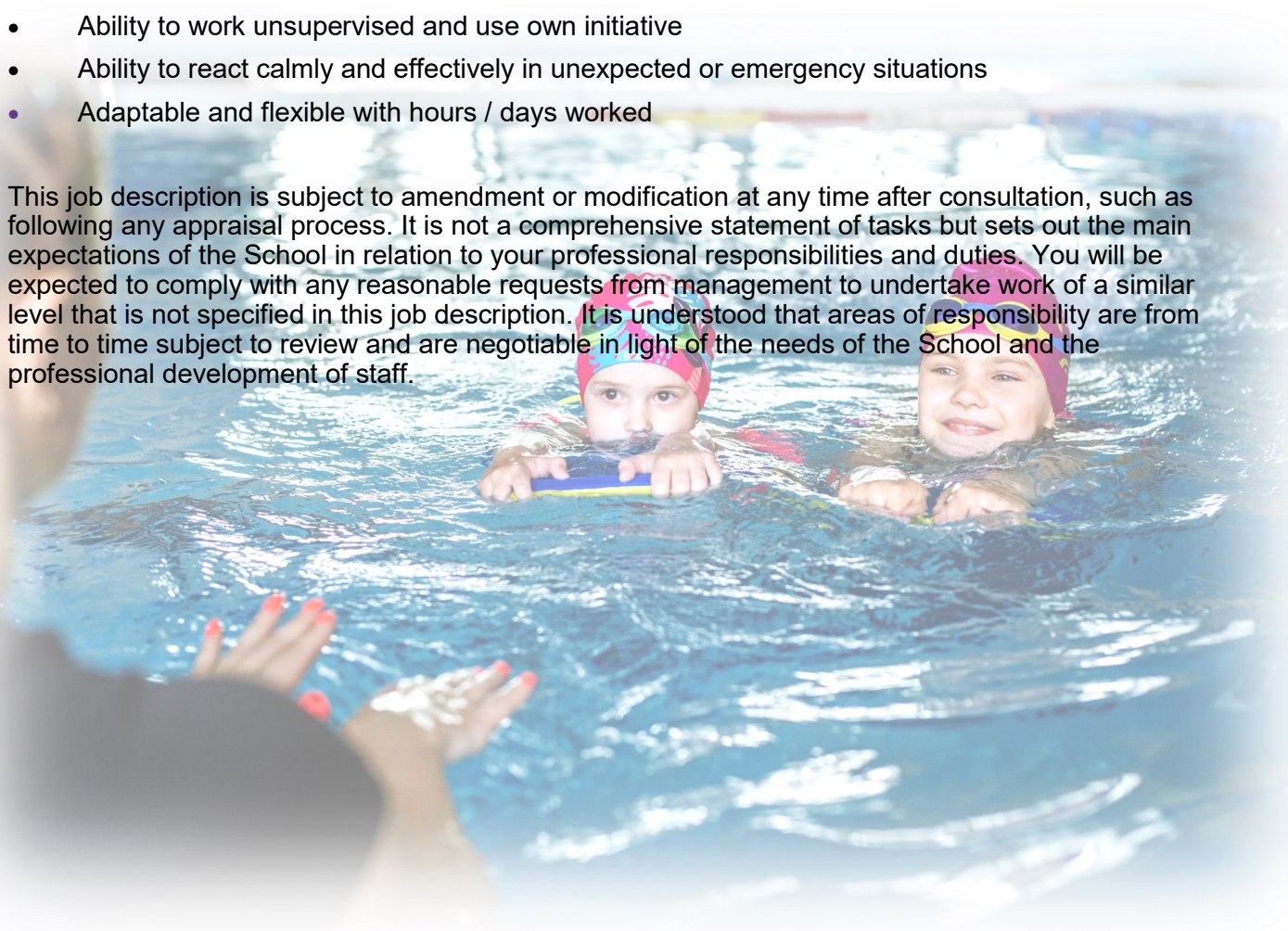
- Pool Plant Operators Licence
- First Aid at Work certificate
- Lifeguard trainer / assessor qualification
- Swimming teacher qualification
- Experience working in a leisure environment
- Experience of working within a customer service environment

Skills and Attributes

Essential

- Positive team player
- Ability to lead
- Polite and helpful attitude
- Excellent customer service skills
- Strong communicator with good interpersonal skills
- Maintain high levels of concentration
- An open, honest and confident personality
- Ability to work unsupervised and use own initiative
- Ability to react calmly and effectively in unexpected or emergency situations
- Adaptable and flexible with hours / days worked

This job description is subject to amendment or modification at any time after consultation, such as following any appraisal process. It is not a comprehensive statement of tasks but sets out the main expectations of the School in relation to your professional responsibilities and duties. You will be expected to comply with any reasonable requests from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in light of the needs of the School and the professional development of staff.





JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

There are no fixed hours for this post, however the casual Lifeguard will be required to work a number of shift patterns which will include evenings, weekends, school holidays and bank holidays.

Salary

The hourly rate for this role is £15.16, which is inclusive of paid holiday entitlement (based on the statutory annual leave entitlement of 5.6 weeks per year inclusive of public holidays).

Further Benefits

- Available on-site parking

Holidays

Paid holiday entitlement is 5.6 calendar weeks per year inclusive of bank holidays, as mentioned above.

TO APPLY

Candidates should complete the online application form available on the vacancies section of the School website: [Work With Us](#). Any queries regarding the application process should be directed to the HR team at recruitment@perse.co.uk

The closing date for applications is **Thursday 31st October at midday**. Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert early.

Safer Recruitment

The Perse School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). All work carried out at the School on a regular basis amounts to regulated activity. This role is also exempt from the Rehabilitation of Offenders Act 1974.

Safeguarding and promoting the welfare of children is everyone's responsibility. The School is committed to acting in the best interests of the child so as to safeguard and promote the welfare of children and young people. The School requires everyone who comes into contact with children and their families to share this commitment. Interviews will be conducted in person, and they will explore candidates' suitability to work with children.

Recruitment Policy

The School's Recruitment, Selection and Disclosure Policy and Procedure is available for your information on the School website.

The Perse School actively supports equality, diversity and inclusion and encourages applications from all sections of society.





The School is currently constructing a sports centre and swimming pool within its Upper School site. The new sports centre, due to be completed July 2024, will contain a 6 lane 25 metre swimming pool, a 5 badminton court sized sports hall, and a climbing and bouldering facility. Further information about the new building can be found here: [The Perse School Sports Centre](#)

The new facility will be used by Perse pupils during the school day and will be open to the community during evenings and weekends.

The Perse School is one of the country's leading independent day schools and registered charity educating over 1720 girls and boys aged 3 – 18. We are a very successful and special school which is both innovative and traditional, ambitious and caring, industrious and fun.

Located in Cambridge, The Perse comprises three schools, the Upper, Prep and Pelican. Given the outstanding education offered, we are consistently over-subscribed and in strong financial health with an annual turnover of £34 million. We regularly achieve some of the best public examination results and university application outcomes in the UK.

We strongly believe in public benefit and work with local and international communities including state schools, on a range of exciting projects. We strive for inclusivity and believe our school should be accessible to pupils irrespective of financial wealth. We are proud of our bursary scheme which provide this opportunity for many children.

Our aim is to be a leading Employer of Choice. A place where our staff are proud and excited to work. Where individuals are valued, respected, motivated and committed, and where their happiness, development and wellbeing are priorities. As a community, we value one another and we each play our part in creating a caring and considerate environment.

The Perse aims to attract develop and retain the best staff and provide a working environment which is stimulating, inclusive, supportive and rewarding. As a values-led employer, we strive for a culture of kindness, care, trust and team work.

We know that our staff are our greatest strength in creating the culture and environment for our pupils to thrive. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.

