



THE PERSE

SCHOOL

CAMBRIDGE



Recreation Assistant

**Fixed Term Maternity
Cover (Full-time)**



The School has recently opened a new sports centre and swimming pool within its Upper School site. The sports centre contains 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: [Home - The Perse Sports Centre](#)

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

The Perse School Cambridge is one of the country's leading independent co-educational day schools for children aged 3-18.

Every successful school needs an excellent team working to keep things running smoothly and we are no exception.

Support staff play a pivotal role in delivering a safe and efficient educational environment to support our students, covering a wide range of important operational roles including teaching assistants, finance, caretaking, estate management, HR, administration and admissions.

Support staff work in collaboration with teaching staff to ensure our exceptional facilities and teaching and learning environments are delivered to the highest standards.

Working at The Perse School

Our aim is to be a leading employer of choice. This means we strive to be a school where staff say they are proud and excited to work, and feel valued, respected and motivated.

We are committed to providing a very competitive salary and benefits scheme at the same time as offering a wide range of opportunities for personal and professional development. We want our staff to feel engaged and purposeful so that they, in turn, help pupils to be happy and successful.





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 Recreation Assistant 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.

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

This is not an exhaustive list, and the post holder will be expected to show flexibility and assist with other tasks of a similar nature.

General Duties

- Carry out lifeguard duties to ensure the safety, welfare, supervision and controlling of all bathers or users of the swimming pool.
- Maintain a high standard of hygiene and cleanliness throughout the Sports Centre in accordance with cleaning schedules and standards.
- Must hold and maintain the National Pool Lifeguard Qualification (NPLQ) and attend regular onsite training and any other mandatory training or meeting as required.
- Ensure the correct behaviour and use of the pool by all users, in accordance with the pool's rules and safety regulations.
- Ensure the Normal Operating Procedures (NOP) are followed and comply with and implement the Emergency Action Plan (EAP).
- Adhere to the Perse Sports Centre's policies and procedures.
- Ensure customers experience a high level of professional standards, contributing to the promotion of a positive image of the Sports Centre and The Perse School.
- Assist in facility and activity changeovers and be familiar with appropriate equipment and procedures, and ensure the safe handling, transport and maintenance of centre equipment.
- 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

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 Sports Centre/School procedures and H&S legislation, and to raise 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 the Management Team.
- To 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.

Commitment to Safeguarding

All staff must understand their responsibilities to safeguard and promote the welfare of children and young people. This will include:

- Promoting and safeguarding the welfare of children and young people at all times, in line with the school's Safeguarding Policy, the Code of Conduct and the statutory guidance Keeping Children Safe in Education (KCSIE).
- Reporting any safeguarding concerns to the Designated Safeguarding Lead (DSL), or a Deputy DSL (DDSL), in line with school procedures.
- Undergoing required safeguarding training and remaining up to date with safeguarding policy updates in line with the timescales required.
- Exercising professional judgement when handling and sharing information and content, ensuring that no material compromises the safety, dignity or privacy of children or young people.





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





JOB SPECIFIC TERMS AND CONDITIONS

Working Hours

This post is full time for 40 hours per week over 5 days per week, with half an hour (unpaid) lunch break.

You may be required to work such additional hours as the needs of the job require. No extra payment will be made for this additional time but, where appropriate, time off in lieu may be given, with the agreement of your line manager and the prior approval of the Bursar.

Salary

The salary will be £29,586 per annum, rising to £30,621 per annum from 1st September.

This is a fixed term maternity cover.

Holidays

Paid holiday entitlement is 30 days plus bank holidays per annum, with 5 days to be taken at Christmas.

Further benefits

Group Personal Pension Scheme with employer contributions of 13.75% of pensionable salary.

Death in service benefits of 3 x salary.

Free staff lunch provided in term time.

Available on-site parking.

Cycle to Work Scheme.



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 **Wednesday 15th July 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 recognises that an important element in safeguarding our pupils is a robust recruitment process that incorporates measures to deter, reject or identify people who might abuse children, or who are otherwise unsuited to work with them. We are 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.

