SENNOCKE CENTRE
SEVENOAKS SCHOOL SPORTS CENTRE

LEISURE ATTENDANT

THE SCHOOL

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 students from ages 11 to 18.

Sevenoaks is one of the world's leading IB schools, having taught the International Baccalaureate for over 40 years. For nearly 20 years, all Sixth Form students have taken the full IB Diploma with consistently outstanding academic results which are testament to the school's experience and commitment to the programme.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equality, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

THE CAMPUS

The school is situated in the Kent market town of Sevenoaks and has a prime position at the top of the high street. The 100-acre site, which includes several listed buildings and attractive gardens, is beautifully landscaped and adjoins the medieval deer park of Knole. London is only a 30-minute train ride away and the school is in commutable distance from several Kent towns including Orpington, Tonbridge, Tunbridge Wells, Bromley, Kings Hill and Dartford.

Recent developments on campus include a superb sports centre, a state-of-the-art performing arts centre, a world-class Science and Technology Centre and a Global Study Centre for the Sixth Form. Our campus has earned several architectural awards, including two RIBA National Awards (2019, 2022).

With eight distinctive and comfortable boarding houses, our boarding community is fun, friendly and busy.

THE SENNOCKE CENTRE

The Sennocke Centre is a multi-million pound sports venue. Its primary purpose is the provision of sports facilities and specialist coaching to the students at Sevenoaks School. When not in use by the school, the resources and facilities of the centre are available for commercial and community use for membership activities, performance coaching and courses. Membership is available to staff, parents and alumni of Sevenoaks School.

The facilities include a 25m six-lane swimming pool, fitness suite and weights room, studio, three glass-

backed squash courts, three indoor tennis courts, an eight-court sports hall, rock and rope climbing area, physiotherapy room and a servery/meeting room. Outdoor amenities include an athletics track, tennis courts, floodlit hard courts and astro and grass pitches with pavilions.

Our aim is to provide opportunity and excellence for all and we want every user of the Sennocke Centre to feel inspired and motivated to achieve their sporting best.

THE ROLE

To assist with all aspects of the daily running of the Centre, ensuring an effective and efficient service is provided for both the School and external users. To carry out daily general leisure assistant duties for the Sports Centre.

REPORTING TO

The Leisure Attendant will report to the Centre Operations Manager.

MAIN DUTIES AND RESPONSIBILITIES

GENERAL DUTIES

- To act as the shift lead to ensure all tasks are carried out in a timely and effective manner.
- To carry out lifeguard duties as required to ensure safety of the swimmers at all times, dealing with emergencies should they arise.
- To set up and de-rig areas and equipment in accordance with the daily programmes, checking regularly for amendments with planned activities and taking action accordingly.
- To ensure that fitness and sports areas, other teaching spaces, communal and access areas are prepared and maintained to a high standard and remain safe, clean, tidy, and effective for programme activities.
- To ensure that equipment is fit for purpose. This will involve, inspecting, cleaning, organising equipment and storage and arranging repairs or replacements where necessary.
- To supervise, intervene and promote safe practices and behaviours within the Pool, Fitness and Team Sports.
- To be a key holder with responsibility for building opening and closing procedures and use of alarms.
- To stow and return lost and left property.
- From time to time you will be required to support with participants supervision. For example, to supervise a basketball session.
- To prepare, display and clear hospitality.
- To prepare meeting rooms, audio visual equipment, music and provide safety briefings to visitors.
- To order and replenish sporting equipment and non-sporting goods, coordinating the diary and hosting externally arranged deliveries and contractors.
- To cover departmental duties including reception as and when required.
- To attend regular mandatory training as

required for the post.

- To ensure that the Centre's Safeguarding, Safety and Security measures are upheld at all times in line with regulations and policies as required.
- To walk the building and outlying pitches at regular intervals.
- In the absence of the Assistant Operations Manager and Senior Leisure Attendant, take accountability to ensure continuity of the planned activities and normal duties.
- To support other departments of the school carry out their duties (in the sports centre) as well as providing support to the wider school when required as directed by the Centre Operations Manager.

CUSTOMER SERVICE

- To ensure customers experience a high level of professional standards at all times - acting as a direct host for commercial activities.
- To welcome and interact with visiting group representatives and spectators, act as a chaperone and host to all visitors to the centre, ensuring that only authorised persons have access to facilities and activities in line with our policies and ensure that all visitors are accompanied and directed to their destination as necessary.
- To ensure that visiting sports clubs work within the perimeters of their bookings and to ensure that only authorised persons are allowed access.
- To display excellent customer service at all times.

MAINTENANCE

- To carry out daily checks and inspections of equipment, facilities and building structure, ensuring outcomes are logged and reported in line with our mandatory requirements.
- To undertake cleaning, housekeeping and general duties, responding to spillages, cleaning tasks and incidents as they occur.
- To tidy stores and rearrange furniture as required.
- To conduct cleaning audits & weekly inspections.

HEALTH AND SAFETY

- 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 and raising any concerns regarding this issue with the Sports Centre Manager.
- To comply with the Centre's Emergency Action Procedures and drills as required.
- To report all faults, incidents, accidents and dangerous occurrences.
- To maintain records, appropriate to the needs of the school and in accordance with current legislation.
- Under the Health and Safety at Work Act 1974 and subsequent legislation, the School is obliged to provide you with a work place and working conditions which so far as is reasonably practicable, are safe and without

risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

PERSON SPECIFICATION

ESSENTIAL

- Current NPLQ (or a willingness to undergo training to achieve this).
- Applicants must be aged 18 or over, as the role includes key holder responsibilities.
- Excellent Customer Service skills.
- Pool Plant Operators Certificate (or willingness to undertake training to receive).
- Experience of working in a customer facing environment.
- A good understanding of health and safety legislation.
- Ability to problem solve and provide practical solutions.
- Good Microsoft Office Skills.
- Reliable and adaptable with flexibility for short notice shift changes.
- Alert and attentive to responsibilities.
- Positive disposition, with a 'can do' attitude.
- Ability to quickly acquire knowledge, understand complex issues and be able to work and deliver in a busy, fast paced environment.

DESIRABLE

- Hold a recognised industry qualification (NVQ, HND).
- Current first aid at work certificate.
- Other relevant CPD (e.g. REPS).
- Experience of working in a similar role.
- Knowledge of regulations relating to delivering sports to over 8's.

NOTE

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

HOURS

The Centre operates all year round, normal operating hours are 05:30 to 22:30 (these are slightly different during the current times) Monday to Sunday.

The role is full-time all year round and works on a rotational shift pattern including evening, weekend and Bank Holiday working. Hours will be 40 hours per week, and shifts will alter depending on the needs of the centre.

We are happy to discuss flexible options of working within the above core hours.

SALARY

A salary of £27,229.90 per year is available for this post, depending on the qualifications, skills and

experience of the successful candidate.

BENEFITS

- Holiday entitlement of 27 days per annum (excluding bank holidays)
- Membership of the school's fitness centre
- School lunch
- Free parking (subject to availability)
- Membership of the school's defined contribution pension scheme is available
- Cycle to work scheme
- Employee Assistance Programme
- Free or reduced price tickets to events in The Space, our Performing Arts Centre
- Access to Sevenoaks School Savers, a retail discount scheme
- Optional Benenden Health membership (employee funded)
- Fee remission policy (terms apply)

CHILD PROTECTION

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report their concerns to the Deputy Head (Pastoral).

OFFER CONDITIONS

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role. The complete list of required checks will be provided to the successful candidate.

HEALTH AND SAFETY

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

APPLICATION

If you wish to be considered for this role, please complete the online application form at https://www.sevenoaksschool.org/work-at-sevenoaks/.

The closing date for applications is 25/10/2026.

The form must be completed in full and submitted electronically. CVs can also be submitted but cannot replace any information on the application form, which should be submitted in full.

Applications will be reviewed on a daily basis and interviews may occur at any stage. The school

reserves the right to appoint at any stage of the recruitment process. We therefore invite interested candidates to apply as soon as possible rather than working to the closing date.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at humanresources@sevenoaksschool.org or by telephone on 01732 467740 if you have any questions about a completed application.