



# Job Description and Person Specification

<b>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.</b>	
<b>Job Title:</b>	Lifeguard
<b>Summary of the role:</b>	To ensure the safety of all pool users and bystanders by intervening to prevent accidents and responding to emergency situations. To assist in the supervision of the Sports Centre and undertake tasks & activities as requested by the Sports Centre Manager.
<b>Line management responsibility for:</b>	N/A
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"> <li>• Engage in regulated activity relevant to children</li> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• To attend two hours of ongoing NPLQ training per month to maintain standards and conform to updates. Lifeguards who do not attend regular training will not be allowed to work any shifts until they have attended training and passed a competency test.</li> <li>• To have read, understood and be aware of the latest Sidcot Pool Safety Operating Procedure and follow the guidance and procedures laid out in the Normal Operating Procedure and Emergency Action Plan.</li> <li>• To wear the issued Sidcot Lifeguard uniform &amp; staff ID badge on shifts and to be responsible for keeping it clean and presentable.</li> <li>• To insist all users adhere to all pool rules and report persistent offenders to the Sports Centre Manager. Lifeguards should give clear warnings for misbehaviour. Following two clear warnings a lifeguard should ask the individual to exit</li> </ul>



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the pool on the third offence and inform the Supervisor on Duty.

- To check the pool, changing rooms and poolside for obvious damage or hazards before letting pupils and swimmers enter and after the sessions. To report any problems to the Sports Centre Manager.
- To supervise all swimmers and not allow them to enter the water until it is adequately supervised and safe to do so.
- To arrive five minutes before your shift so you are in uniform and on poolside at the start of your shift time.
- To be aware of what each shift involves & when lifeguard rotations are needed. When not on poolside lifeguarding, you will carry out thorough, regular cleaning & other duties to ensure the Centre is safe to operate.
- To supervise the use of all equipment and ensure pupils have permission to use it and do not misuse it. To understand which equipment can be used for each type of session.
- To ensure all equipment is cleaned, dried & put away correctly and the poolside is tidy.
- When on duty, lifeguards will not use mobile phones, mp3 players, smart watches or any other personal equipment that may distract them from supervising the pool.
- When on duty, lifeguards will refrain from having social conversations with friends or swimmers that may distract them from supervising the pool.
- To safely set up and pack away equipment i.e. lane ropes, floats, pool inflatable etc.
- In the event that the pool is empty or closed during a lifeguard shift, the lifeguard will carry out tidying and cleaning duties as directed
- When the last one to leave the pool area, lifeguards must ensure the lights are turned off, the pool cover is on, doors are locked and all swimmers have vacated the changing rooms.
- Ensuring that all users are safe and equipment is being used sensibly, in accordance with the risk assessments.
- To be aware of the current activities timetables & to advise customers or students of how to book sessions.
- To provide first aid assistance to users of the Sports Centre in the incidence of an accident & to be aware of when the Health Centre and boarding houses may be able to assist.



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	<ul style="list-style-type: none"><li>• To report any equipment or building defects to the Supervisor on Duty and to follow this up to ensure the Manager is informed.</li><li>• To carry out any other relevant duty requested by the line-manager.</li><li>• To work at least 3 hours a week during term time and regularly during school holidays.</li><li>• To be willing to cover other lifeguard shifts in case of staff absence or illness.</li><li>• To check messages and shifts on Microsoft Teams for any updates or changes to working hours.</li></ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"><li>• N/A</li></ul>

**You may also be required to undertake such other comparable duties as the Headmaster or your line manager requires from time to time.**



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<b>Person Specification</b>			
<b>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.</b>			
	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• Current NPLQ Qualification (&amp; able to commit to monthly training)</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• Sports Coaching Qualifications</li> </ul>	<ul style="list-style-type: none"> <li>• Production of the Applicant's certificates</li> <li>• Discussion at interview</li> <li>• Independent verification of qualifications</li> </ul>
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Newly qualified Lifeguards will be considered.</li> <li>• Previous lifeguarding experience</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Previous lifeguarding experience</li> <li>• Previous experience working with children or in a school environment</li> <li>• Previous customer service experience</li> <li>• Previous experience working in a leisure</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<ul style="list-style-type: none"> <li>• Previous experience working in a leisure environment</li> </ul>	environment	
<b>Skills</b>	<p><i>The skills <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Alert</li> <li>• Proactive</li> <li>• Follow procedures</li> <li>• Excellent communication</li> <li>• Excellent customer service</li> <li>• Team player</li> </ul>	<p><i>The skills that would <b>enable</b> the Applicant to perform effectively in the role</i></p>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Read and understood the latest copy of 'The Lifeguard' produced by the RLSS</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Setting up sports hall equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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<p><b>Personal competencies and qualities</b></p>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• Ability to relate well to young people and working in a school environment.</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people.</li> <li>• Ability to communicate effectively and appropriately to students, parents, customers &amp; other staff.</li> <li>• A strong commitment to the School's Quaker ethos and principles.</li> <li>• Positive attitude to use of authority and maintaining discipline.</li> <li>• A strong leader and role model to young people.</li> <li>• A strong team player.</li> <li>• Punctual.</li> </ul>	<p><i>The personal qualities that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Willingness to assist with activities out of comfort zone.</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>
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	<ul style="list-style-type: none"><li>• Reliable.</li><li>• Flexible approach towards working hours &amp; willingness to cover staff absences.</li></ul>		
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