



Sherborne Sports Centre opened in 2002 to promote a healthy lifestyle for Sherborne School students, school staff and private members. It boasts a 25m indoor pool, large extensive gym (includes resistance machines, CV machines and free weights), large sports hall, squash courts and studio, along with outdoor tennis courts and astroturf.

JOB DESCRIPTION

Sherborne School Recruitment and Selection Policy Statement

Sherborne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants for this post must be willing to undergo child protection screening, including reference checks with previous employers and a criminal record check with the Disclosure and Barring Service.

Job Title:	FITNESS INSTRUCTOR/LIFEGUARD
Location:	Sherborne Sports Centre, Sherborne School
Reporting to:	Sports Centre Manager
Hours of Work:	40 hours per week, flexible on a rota basis (Shifts to include early mornings, evenings and weekends, to coincide with Centre opening hours)

Operational hours for the Sports Centre are currently as set out below but may be adapted to meet School or commercial needs:

06:45 to 22:15 Monday to Friday

08:45 to 17:00 Saturday

08:45 to 17:00 Sunday

Holidays:	25 days per year + Bank Holiday. Attendance may be required on Bank Holidays that fall during term time, for which time off in lieu will be given. Holiday can only be taken following consultation with the Sports Centre Manager, taking account of busy periods. The holiday year runs from 1 July to 30 June.
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Salary: £20,592.00 per annum (which equates to £9.90 per hour). The successful candidate will need to hold/complete the RLSS lifeguard qualification and a level 2 fitness qualification. Salaries are paid monthly in arrears into your nominated bank account.

Main Purpose: The Sports Centre Team Member will be involved in ensuring efficient and effective operation of the sports centre. This may include fitness instructing, lifeguarding, class instruction, swim teaching, reception work and cleaning duties. The team member will deliver high levels of service and supervision to members of the public and students from Sherborne School, Sherborne Prep and Sherborne International within the Sports Centre. The team member will take part in on-going training to adhere to health and safety, and safeguarding policies and procedures.

References /Police Check: As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to receipt of a satisfactory criminal record check from the Disclosure and Barring Service (a "Disclosure") before the appointment is confirmed. This will include details of cautions, reprimands or final warnings. This post is also subject to receipt of two satisfactory written references, one of which must be your last employer.

Post-holder's Responsibility: You share with all School staff the responsibility to promote and safeguard the welfare of children and young people for whom you are responsible, or with whom you come into contact. In doing so, you are expected at all times to adhere to and ensure compliance with the School's Safeguarding (Child Protection) Policy. If you become aware of any actual or potential risks to the safety or welfare of children in the School, you must report any concerns to the School's Designated Safeguarding Lead (Child Protection Officers).

SPECIFIC TASKS MAY INCLUDE:

- To work on the reception counter, taking bookings and providing information about facilities.
- To provide advice to individuals in the gym on the correct method of exercising with weight training equipment and cardiovascular equipment, and to devise individual exercise programs according to age and fitness levels of participants.
- To assess the needs and capabilities of individuals through use of measurement tools and fitness tests.
- To liaise with doctors, physiotherapists, dieticians, and other allied health professionals to devise health and fitness programs for clients.
- To provide instruction in a variety of fitness activities.
- To provide lifeguarding cover and be responsible for the swimming pool/changing room areas when on duty.

- To assist the Sports Centre Manager with such duties as required, for example assisting with the setting up of games, sports areas, etc.
- To perform daily, weekly, and monthly cleaning tasks to ensure the sports centre remains clean and tidy.
- To ensure equipment is maintained and correctly set up.
- To be aware of the duty of care to students at all times.
- To perform duties in accordance with the School's Health & Safety procedures and to be aware of Health & Safety issues at all times.
- Training will be provided as appropriate and necessary to the role. This includes the RLSS full lifeguard qualification and a level 2 in fitness. Other additional class instruction lead courses may be offered as required.
- Opportunities to become involved in specific sports coaching may also be available.

The above is necessarily a general description of duties and may not cover all duties you may reasonably be required to do.

Qualifications/Experience/Personal Qualities required:

- Applications are welcomed from qualified instructors/lifeguards who have experience in the industry, from applicants who have recently left full time education seeking a career in fitness, or those who possess a passion for health and fitness and enjoy helping people.
- Good interpersonal skills, to be approachable and confident in dealing with a wide variety of people.
- Ability to communicate clearly.
- A keen interest in health, fitness and sports.
- Ability to work well as a team member, as well as use initiative where required.
- Ability to be flexible in undertaking varied tasks and to 'muck in' as required.
- Computer literacy desirable (although training will be provided on the sports centre computer software).
- The post holder must comply with School policies and procedures (to include the appropriate use of cleaning chemicals, incident and damage reporting, equal opportunities etc.)
- The post holder will have an awareness of and display commitment to the relevant legislation and guidance in working practices in relation to the safeguarding of children and young people.
- The post holder will be required to attend training sessions arranged by the School.

Training Requirement for all Sports Centre Staff – this list is not exhaustive and the post holder may be required to undertake other training as required by the School

Training	To be completed by	Frequency of training
Safeguarding (Child Protection) and Prevent Training	Before employment commences	Every year
Emergency First Aid Training (if required within the Department)	Within the first term of employment	Every 3 years but offered annually
Fire Awareness	Within the first term of employment	Every 3 years
Manual Handling	Within the first term of employment	Every 3 years
Display Screen Equipment (DSE) User	Within the first term of employment	Every 3 years
Induction training with Line Manager	Within the first 3 months of employment	
Working at Heights	Within the first term of employment	Every 3 years
Fire Marshal	Within the first term of employment	Every 3 years
Lifeguard Qualification	Before employment commences	Dependent on expiry date

TERMS AND CONDITIONS

Pension: The post-holder will be able to join the Sherborne School Support Staff Pension Scheme on the first day of the month after completion of two months service. Where eligible the post-holder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Head of HR (Bursary).

Medical Fitness: The above offer is conditional upon self-declaration of your physical and mental fitness to discharge the responsibilities required by the post.

Non-Smoking Policy: It is the policy of Sherborne School (encompassing Sherborne International, Sherborne School Leisure and Sherborne School Trading) that all our workplaces are smoke free, and all employees have a right to work in a smoke free environment. Smoking is prohibited in all areas of the school, both internal and external; this includes company vehicles. This policy applies to all employees, contractors and visitors.

Uniform & Meals: Free uniform is supplied and a School meal may be taken in the dining hall whilst on duty, during Sherborne School term time only.

Sports Centre Membership: Reduced membership of the Sherborne School Sports Centre (including swimming pool, gym and classes) is available for all employees, subject to the facilities being open.

Paid course fees:

- 1) If a member of staff leaves within one year after completing a course paid by the Sports Centre, they will be required to pay back 2/3rd of the course fees
- 2) If a member of staff leaves between 1 and 2 years after completing a course paid by the Sports Centre, they will be required to pay back 1/3rd of the course fees
- 3) If a member of staff leaves over 2 years after completing a course paid by the Sports Centre, they will not be required to pay any the course fees.

Method of Application

Please complete the online Application Form via the 'Quick Apply' button and submit by the closing date.

In the event of any queries please contact: *Mrs Samantha Belgeonne - Recruitment Manager*
Sherborne School
Abbey Road
Sherborne
Dorset
DT9 3LF
Tel: 01935 810502
Email: hr@sherborne.org

Closing date for applications: **9am on Thursday 7 April 2022**

Interviews are likely to take place: on 13 or 14 April 2022
PLEASE INDICATE ON YOUR APPLICATION FORM IF YOU ARE UNAVAILABLE ON THESE DATES.

Anticipated Start Date: As soon as possible.