

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Lifeguard

Employment Status	Part Time • Monday - Friday (Minimum 15 hours per week)
Employment Location	Framlingham College Sports Centre (located at Framlingham College Senior School)
Closing Date for Applications	Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience
Interviews Week Commencing	As applications are received

### IMPORTANT INFORMATION

Framlingham College 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 checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)



## Welcome from the Director of People

Dear Applicant,

Thank you for your interest in the position of Lifeguard at Framlingham College.

We require a confident and highly motivated Lifeguard to join our busy team. The successful candidate will ensure the safety of all bathers by preventing and responding to emergencies, as well as taking bookings, answering queries, reception duties and general in-house cleaning duties, an NPLQ qualification is essential. In addition, those appointed will assist the Sports Centre Manager and the Duty Manager in the professional day-to-day running of the centre. In this customer-facing role we are looking for those who can engage with our members, enhance their experience and exceed their expectations.

The role is year-round, each post would ideally work a minimum of 15 hours per week (5 shifts), with further cover opportunities per the Sports Centre rota. The successful candidate will receive an annual salary of £8,026 based on a 15 hour working week, over 52 weeks of the year including some bank holidays.

We offer a supportive working environment, as well as free lunch each day the kitchen is operational. There are a number of other benefits available including a contributory pension scheme.

Application is by application form only. Recruitment packs are available from the HR Department on 01728 723789, email: [Recruitment@framlinghamcollege.co.uk](mailto:Recruitment@framlinghamcollege.co.uk) or from [www.framlinghamcollege.co.uk](http://www.framlinghamcollege.co.uk).

Applications will be reviewed upon receipt, you are therefore advised to apply at your earliest convenience.

**We welcome all applications especially from independent thinkers, creative minds and inspirational people and very much look forward to receiving your application.**

Sally Wood  
**DIRECTOR OF PEOPLE, FRAMLINGHAM COLLEGE**

## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit a cover letter outlining your suitability for the role together with an application form. CV's will not be accepted in substitution for completed application forms in the absence of good reason. CV's may be submitted in addition to the application form in order to supply additional background information.

Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience. You will be notified of an exact date if you are shortlisted for interview.

Please send your cover letter and completed application form to: The HR Department, **Framlingham College, College Road, Framlingham, Suffolk. IP13 9EY.** You can also email your application to: **[recruitment@framlinghamcollege.co.uk](mailto:recruitment@framlinghamcollege.co.uk)**

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

## Reports To

Sports Centre General Manager

## Job Location

Framlingham College Sports Centre (at Framlingham College Senior School)

## Hours

Minimum 15 hours per week

## Weeks

52 weeks a year

## Holiday

25 days plus bank holidays (pro rata for part time staff)

## Pension

Contributory scheme available

# Job Description

## JOB PURPOSE

The Lifeguard is responsible for assisting in the day-to-day morning operation of the leisure centre, ensuring the health and safety of staff and customers whilst guaranteeing the highest standards of service.

## 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. The post holder will be expected to work at Framlingham Prep as well as Framlingham College as necessary.

- To ensure high standards of customer care at all times.
- To maintain high standards of cleanliness and presentation throughout the centre at all times.
- Assisting with new member enquiries and organisation of inductions.
- Selling of memberships to prospective members.
- Dealing with telephone and email enquiries from current and prospective members, as well as College staff and students.
- Supporting the Duty Manager and Sports Centre General Manager in the development and promotions of the Sports Centre.
- Ensuring all Normal Operating Procedures (NOP) are followed and if required Emergency Action Plan (EAP) put in to place.
- Lifeguarding, ensuring the safety of all bathers of Framlingham College swimming pool.
- Carry out regular pool water testing and general pool plant maintenance.



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**Supervisory and managerial responsibilities:**

- Responsibility for the operation and management of the Sports Centre whilst on shift.
- Supporting the Duty Manager and Sports Centre General Manager while on shift.
- Supporting senior staff in the supervision and direction of casual staff.

**Other responsibilities:**

- To clean as per the cleaning schedules all fitness rooms, swimming pool, sports hall and changing areas.
- If required, ensure all cashing up procedures are carried out.
- Ensure all maintenance and cleaning issues are reported to the Duty Manager and Sports Centre General Manager.
- Undertake other Sports Centre tasks as directed by the Duty Manager, Sports Centre General Manager or other management staff.
- Assisting in the other areas of the business as required.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request 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 the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

Educated to A Level or equivalent	D
First Aid Qualification	E
Relevant Fitness Qualification	E
Pool Plant Qualification	E
Educated to Degree level or equivalent	D
Currently NPLQ qualified or a willingness to obtain this qualification	D
RLSS NPLQ Trainer/Assessor	D

## PROFESSIONAL EXPERIENCE

Experience of working in a leisure environment	E
Experience of working at a supervisory or management level	E
Providing support to senior staff	E
Providing a first-class service to members and all other user groups	E
Experience gained at a senior level	D
Familiarity with working in a school environment	D

## PROFESSIONAL COMPETENCIES AND SKILLS

Working knowledge of industry legislation	E
Thorough understanding of Standard Operating Procedures and Emergency Action Plans	E

# Person Specification

E = Essential • D = Desirable

An in depth understanding of the leisure industry and an appreciation of customers' expectations	E
Knowledge of Health and Safety legislation and other legislation in relation to leisure centre operations	E
Ability to recommend and assist in setting up and improving procedures	E
The ability to lead by example	E
The ability to supervise, motivate and develop staff	E
IT Literacy - including word processing and email	E
Excellent communication skills	E

## PERSONAL ATTRIBUTES

Reliable, flexible and adaptable	E
Excellent attention to detail	E
Polite and helpful attitude	E
Willingness to work as part of a team	E
Willingness to develop new skills	E
Self-motivated with a positive 'can do' attitude	E
High level of confidentiality, discretion and tact	E
Ability to delegate	E

## SAFEGUARDING CHILDREN

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D



## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.