

Founded 1642



New Hall School

The Best Start in Life



Appointment of Casual Lifeguard

newhallschool.co.uk

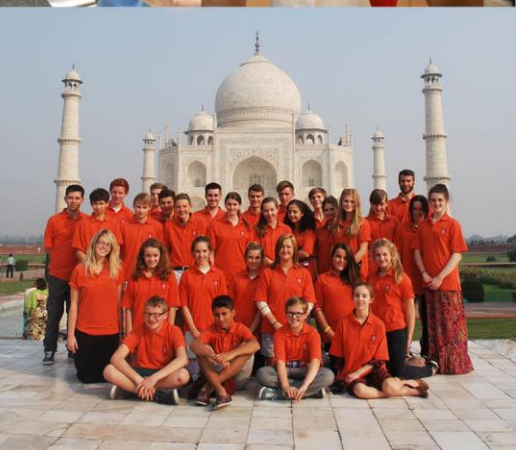
New Hall School, The Avenue, Chelmsford, Essex CM3 3HS | 01245 467 588

A Catholic foundation and ethos, welcoming all

tes

Independent
School of the Year

2016



New Hall School

New Hall School is a leading HMC boarding and day school for boys and girls aged 3-18. Founded in 1642, New Hall School is one of the oldest Catholic schools and the largest Catholic boarding and day school in the UK. New Hall is a strong and thriving community, set in a stunning location on the edge of the city of Chelmsford, just 20 minutes by train from London Stratford and 30 minutes from London Liverpool Street. There are also plans for Network Rail to open a new station at the foot of New Hall's Avenue; this is due to be completed by 2020.

At New Hall we operate the highly successful 'diamond model' structure, i.e. co-education in the Preparatory Division (ages 3-11), single-sex education in the Boys' Division and Girls' Division (11-16) and co-education in the Sixth Form (16-18). In this way, New Hall provides the best of both worlds: the benefits of a co-educational environment together with the advantages of girls and boys being taught separately from age 11-16. The provision of single-sex education during formative years enables students to grow in confidence, whilst enjoying an education that is specifically tailored and that recognises the different ways in which boys and girls learn.

New Hall School was awarded Independent School of the Year for 2016 in the Times Education Supplement school awards, and Financial Initiative of the Year (2016) for our Green Travel and Transport Strategy. New Hall was assessed as outstanding in its 2013 Diocesan and 2014 (Boarding) inspection, and as 'excellent' (the highest category) in its 2016 ISI inspection.

There is an exciting School Development Plan, which has the continued strengthening of the school's academic standing as the priority. Following the successful opening of two new junior boarding houses (ages 7-13) and a new Sixth Form Centre, in 2016-19 there will be significant investment in: digital technologies; sport; recreational facilities; 'Forest School' provision; staff accommodation; Chaplaincy; a new Pre-Prep Division building (opening in 2018); expansion of the Preparatory Division to 3-form entry; and planning for a new STEM Centre.

Students can board from ages 7-18 in one of six boarding houses. High academic expectations and achievements, together with outstanding pastoral care and exceptional drama, music and sports facilities and provision, together make New Hall a wonderful place to be educated.

At New Hall, the ethos is inspired by the founding Religious Community, the Canonesses of the Order of the Holy Sepulchre. The school welcomes all who support its ethos.

School Mission Statement

New Hall, a Catholic boarding and day school, provides **the best start in life**, enabling students to meet confidently the challenges of the wider world. Here **academic excellence** is achieved in surroundings where relationships are based on **care, trust and respect**. We **welcome** students from many traditions, building a Christian **community** that has at its heart **prayer** and **service** to others.

Strategic Aims of the School

In all of these strategic aims, we seek to bear witness to our distinctive Catholic ethos, which is at the heart of everything we do:

1. To promote the Catholic life of the school and provide outstanding Religious Education
2. To be an outstanding and caring educator of all students
3. To recruit, support and develop outstanding staff
4. To provide outstanding learning opportunities through the co-curriculum
5. To promote New Hall's reputation as a distinctive school of choice
6. To share our ethos, grow and innovate
7. To ensure the on-going security of the school's financial future, and ensure affordability of fees, while continuing to invest in improving the quality of education

The Sports Facilities Department

The Department is made up of a team of Sports Facilities Assistants/Lifeguards and Casual Lifeguards, led by the Aquatics and Sports Facility Manager. During the school day, facilities are reserved for sole use by the school for PE and Games activities. A close working relationship with the Directors of Boys' and Girls' Sports and the wider PE Department is essential to the effective and efficient management of these facilities.

From 6.30pm on weekday evenings, the facilities are available for let by external organisations. We currently have regular agreements with Chelmsford Swimming Club, Chelmsford & Writtle Hockey Clubs, Chelmsford Netball Club and Essex County Cricket Club. At weekends, the facilities are let externally when not required by the school for fixtures or events. The Aquatics and Sports Facilities Manager and their team are responsible for the set up and general condition of the sports facilities, both for school and external use. Private membership of the swimming pool is available to current parents, students & staff and their families. Specific member times are reserved each week within the pool timetable.

New Hall School has a large sports complex and swimming pool. The swimming pool has facilities for water polo, sub aqua and indoor canoeing, as well as hosting Swim Schools for children of all abilities.

The school runs swimming lessons for students after school and on Saturday mornings during term time. Lessons are organised on a termly basis, all lasting 30 minutes.



Working at New Hall School

As an employee at New Hall School, you will enjoy working in a vibrant community with a strong sense of team work. Before students arrive, the academic year begins with a pre-term staff and family barbecue

As a boarding school, we are 'home' to many students and staff. There are always various activities taking place during the evenings and weekends. It is a busy, fast-paced environment, in beautiful surroundings.

Staff tell us they greatly value the additional benefits provided, such as the use of the sports facilities – and the complimentary restaurant-quality lunch each day!

Hours

The Casual Lifeguard will be offered work on an ad hoc basis. The Casual Lifeguard may be asked to cover any shift during the Swimming Pool opening hours. All staff are required to attend monthly staff training sessions.

What Staff Say

"Every child has a right to shine, it is our job to discover that talent and polish it"

"We advocate encouragement rather than pressure"

"At New Hall, children are encouraged to care; to treat others as they would like to be treated"

"We don't have 'colleagues', at New Hall you're part of a family!"

"At New Hall we work together, sharing the same passion"

Job Description

The following list is not exhaustive, but serves as an indication of what the role encompasses.

Casual Lifeguards are responsible to the Aquatics and Sports Facilities Manager.

Duties & responsibilities:

1. To undertake the duties of a lifeguard to RLSS standards
2. To test the chemical levels and temperature of the pool as shown in training
3. To ensure high standards of cleanliness and hygiene in the pool and sports facilities
4. To provide first aid treatment and to sports facilities users, where required
5. To uphold safety rules and supervision within the fitness suite
6. To understand the guidelines laid down in the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) held in the swimming pool office
7. To partake in monthly training to maintain lifeguard qualification
8. To assist with reception duties including answering the phone, dealing with customers and using the till
9. To be responsible in conjunction with security staff for the security of the building
10. To assist with the setup of the sports equipment in all of the sporting areas
11. To complete a daily health and safety check
12. To undertake any ad hoc duties as required by the Aquatics and Sports Facilities Manager

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the school's Safeguarding and Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal in support of the Aims of the School. Job Descriptions are subject to annual review.

Person Specification

All candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School as expressed, for example, in the Mission Statement of the school

	Essential	Desirable
Education	Current NPQL Qualification	
Experience		Previous experience working as a Lifeguard
Skills and Aptitudes	Excellent communication and organisational skills Ability to relate effectively to a wide range of visitors Common sense and initiative	
Disposition and personal qualities	Flexible and adaptable Reliable and punctual at all times Professional attitude	

Salary & Benefits

Salary

The Casual Lifeguard will be paid at the rate of £9.05 per hour inclusive of holiday pay. Payment is made following completion of a monthly timesheet.

Pension

Subject to meeting the qualifying conditions, support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life. New Hall currently matches employee contributions up to 3%.

Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets

Sports Membership

Staff are entitled to free membership of the school fitness suite which comprises a large range of cardiovascular equipment and free weights. We also offer staff a generously discounted rate of membership to the New Hall Sports Club which includes use of our 25-metre, 6-lane indoor swimming pool & 10 floodlit tennis/netball courts.

Your Application

The school can only accept applications made on the New Hall Application Form.

Completed application forms should be sent, via email, to hr@newhallschool.co.uk, along with a letter of application addressed to Mrs Katherine Jeffrey, Principal.

Alternatively, you can send your application by post to:

HR Department, New Hall School, The Avenue, Boreham, Chelmsford CM3 3HS.

Interview Date: Thursday 27 June 2019

New Hall 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 must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced check with the Disclosure and Barring Service (DBS).

Please do not hesitate to contact a member of the HR team should you have any queries.

