

Appointment Of
Sports Department Assistant
For September 2019



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Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of “eight poore boyes” from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer ‘buzz’ and energy that permeates the whole school; it’s innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 70% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants went to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

The Latymer Foundation

In keeping with the inclusive vision of its founder, Latymer Upper continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, The Latymer Foundation launched an ambitious new fundraising campaign – Inspiring Minds – ahead of the 400th anniversary of the School in 2024. The target is to raise £40m to build the School’s endowment and enable Latymer Upper to double its bursary provision to be able to offer 1 in 4 pupils a fee-assisted place. This would be a lasting and significant step towards the School’s ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances. It is an ambition that is supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents.

In September 2018, 175 students across the School will be in receipt of means-tested bursaries.

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

Latymer Upper School aims:

- To provide an opportunity for academically able pupils from all walks of life to develop their talents to the full.
- To select pupils as far as possible on the basis of ability without regard to financial means.
- To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum supported by an equally wide range of extra-curricular activities.
- To encourage independence of approach in the pursuit of excellence in all activities.
- To be a constructive and active participant in the local community, particularly through educational activities including community links and Partnership Schools, within the scope of The Foundation's charitable objects.
- To consider the needs of the individual in the school community, providing care within a structured pastoral system.
- To maintain an ordered and disciplined environment, enabling the individuality of each pupil to be developed and respected.
- To value diversity, and develop awareness and tolerance of the aesthetic, cultural and religious values in today's increasingly pluralist society.
- To ensure that all Latymerians leave the school proud of their achievements, confident in their abilities and concerned for the needs of others

Facilities

Newcomers are often surprised by the size of the site on which Latymer Upper resides, little realising on first glimpse that the School stretches from the gothic gates on King Street in Hammersmith, to Latymer's Boat House on the banks of the River Thames.

A wonderfully eclectic collection of buildings and facilities sit side-by-side on the campus. Traditional heritage buildings are as much a part of the School as the stunning later additions - the red brick of the imposing 19th century Main Hall sitting comfortably alongside the striking contemporary glass and steel of the Performing Arts Centre.

Exciting buildings help create a dynamic and creative environment in which to learn and the School takes great pride in its facilities. The new on-site Sports Centre (which includes a 25m swimming pool) opened its doors in March 2016, and is the latest of the School's construction projects. Games take place at Latymer's recently renovated Sports Complex on Wood Lane, which offers four rugby/football pitches, three cricket squares, a floodlit Astroturf for hockey, netball, football and tennis and a modern pavilion and changing rooms.

The impressively equipped Science Block was completed in 2010 and includes a well-stocked library and resource centre. Art, Music and Drama flourish at the School and are housed in inspiring buildings. The Latymer Arts Centre, with its fabulous 300-seat theatre, music school and art studios, rubs shoulders with the Performing Arts Centre, which overlooks the Piazza and features a 100-seat recital hall and dance/drama studios. Over 800 pupils learn musical instruments and the theatre productions are a wonderful space in which to showcase extraordinary talent.

The Sports Centre

The Sports Centre is a brand new state of the art facility for both Latymer School and the local community. As well as providing facilities for the School's pupils, the Centre has been designed to allow access by parents and external clubs in the evenings and weekends. It includes a sports hall, 25m swimming pool, fitness suite, bouldering wall and studios.

Critical to the success of the centre is a sports department, school and client focused staff team. Staff should take pride in ensuring high service levels to the Sports Department, School, users in the local community and commercial user groups.

The Centre's opening hours are:

7am – 10pm Monday to Friday, 8.30am – 6pm Saturday and 8.30am – 6pm Sunday.

The postholder will normally work term time 7.15am until 4.15pm (30 minutes for lunch), with the principle task of supporting the Sports Department. During holiday periods and at times of staff shortage the postholder, as part of the Sports Centre Staff, will be expected to be part of the shift system carrying out all duties of the Leisure Assistants post.

The Role

Job Title: Sports Department Assistant

Overall Purpose of the Job:

Ensuring the sports centre is running efficiently and effectively at all times providing first rate service to all users.

Reporting to:

Sports Centre Manager

Key Responsibilities:

Term Time

- Taking full responsibility for the day to day running of the Sports Centre including ensuring all equipment is set up for lessons, practice sessions and events.
- Providing the School with an efficient and effective lost property system
- Effective communication with other team members verbally and in writing
- Advise and supervise members on the use of Fitness Suite
- Supervise pupils and members/visitors and ensure their safety
- Assist with fire alarms and emergency operating procedures. Training will be given to ensure confidence is maintained in all abnormal and emergency conditions
- Act as a key holder to cover for shutdown or out of normal working hours checks and responding to intruder alarms

Non-Term Time Duties (or during periods of staff shortage)

- Ensure presentation of the Sports Centre facility and equipment enhances the teaching, student and customer experience
- Ensuring all sporting facilities and equipment are suitable for use
- Undertaking routine tasks such as activity set ups
- Provision of safe and effective pool provision
- Check water temperature, pH and chlorine levels
- Set up pool equipment
- Poolside duties
- Cleaning and statutory testing
- Carry out planned preventative maintenance checks on small equipment
- Complete administrative tasks as directed by the Sports Centre Manager
- Be the onsite expert for fire alarms and emergency operating procedures. Training will be given to ensure confidence is maintained in all normal, abnormal and emergency conditions
- Act as a key holder to cover for shutdown periods or out of normal working hour's checks and responding to intruder alarms and carrying out building and pool checks when necessary.
- While on duty at weekends act as key holder for the rest of the School, unlocking, checking and locking up when contractors have finished works.

The Person

Essential:

- The drive to ensure one of the UK's top independent school's benefits from first class support services.
- A passion for the fitness and leisure industry
- Friendly and outgoing personality with ability to build rapport with members, visitors and colleagues
- Good listening skills
- Flexible, honest and open approach to all duties allowing high levels of trust at all times
- A team player, setting a good example to other colleagues

Skills required

- A good level of fitness
- Strong customer focus and awareness of the need for high quality presentation
- Good observational skills
- A tactful but firm approach with people who are breaking safety rules
- Good team working skills
- Strong swimming skills (preferred)

Qualifications preferred (or to be gained by training provided by the School)

- NPLQ/Pool Rescue Award
- Level 2 NVQ Diploma in Leisure Operations
- Level 2 Certificate in Fitness Instructing (Gym)

APPLICATION

To apply, please visit our dedicated recruitment website: <https://latymer.ciphr-irecruit.com>

Further information on Latymer Upper School is available via the School's website www.latymer-upper.org.

The **closing date** for applications: **9am Wednesday, 24 April 2019**

Interviews will be held on Tuesday, 7 May 2019

The School will consider applications as they are received and may subsequently appoint to the role, therefore early applications are advised.

Safeguarding - *The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check and receipt of two satisfactory references.*

Equal Opportunities – *The School is committed to the principles of equal opportunity, diversity and inclusion. We seek to attract and retain the very best staff, ensuring that our staff body reflects the diversity of our students and local community.*



Hours: 37.5 hours/ A mix of day work and Shift work including some evenings and weekends in holiday periods

Dress Code - The School regularly receives visits from parents, potential parents and others, and naturally wish to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance.

Location

237 King Street
Hammersmith
London
W6 9LR
England

w: www.latymer-upper.org

t: [0208 629 2024](tel:02086292024)



Nearest Underground Station

Hammersmith (District, Piccadilly and Hammersmith and City Lines)
Ravenscourt Park (District Line)

Bus Routes

To Hammersmith Broadway:

9,10,27,33,72,190,209,211,220,266,283,295,391,419

Driving

There is no parking on site and we therefore recommend using public transport when travelling to the School

On Arrival

Please report to security at the main entrance on King Street.

