



# SHERBORNE Sports Centre

Sherborne Sports Centre is situated in the centre of the Abbey town of Sherborne. Redeveloped in 2023 it boasts significant facilities including a 25m swimming pool, two sports halls, various studios, a performance gym, a fitness suite, squash courts and a golf simulator. The users of the sports hall are students and staff at Sherborne School and Sherborne Prep School as well as members of the Sherborne Community.

Sherborne Sports Centre's mission is to provide sport for all at the heart of the Sherborne Community.

## 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:** Swim Teacher / Ad hoc Lifeguard

**Location:** The Sports Centre, Sherborne School

**Reporting to:** Sports Centre Manager

**Hours of Work:** 9:00am to 11:00am Saturday and/or 9:00am to 11:00am Sunday.  
Ad-Hoc hours will also be required as requested by the Sports Centre Manager. (Shifts may include early mornings, evenings and weekends, to coincide with Centre opening hours) to meet the needs of the schools and the membership model.

Current working hours will be within the following times:

06.15am to 10.15pm Monday to Friday

07:45am to 5.15pm Saturday

08:45am to 5.15pm Sunday

08.45am to 5.15pm on a Bank Holiday

Operational hours will be:

06:30am – 10:00pm Monday to Friday

08:00am – 5:00pm Saturday

09:00am – 5:00pm Sunday

09:00am – 5.00pm on a Bank Holiday

Working hours and/or operational hours for the Sports Centre may be adapted to meet School or commercial needs with one months' notice.

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| <b>Salary:</b>                                    | From £12.25 per hour to £16.85 per hour depending on experience.<br>To be claimed on a timesheet authorised by the Sports Centre Manager and submitted to Payroll ahead of the monthly payroll cut-off date (usually around 20 <sup>th</sup> of the month). Salaries are paid monthly in arrears direct into your nominated bank account on the last banking day of the month.   |
| <b>Holidays:</b>                                  | The postholder is entitled to a pro rata of 5.6 weeks paid holiday per year. Holiday pay is paid in December, April and July and based on average weekly pay over the previous 52 working weeks.   |
| <b>Pension:</b>                                   | The postholder will be able to join the Sherborne School Support Staff Pension Scheme. Where eligible the postholder will be auto-enrolled into the Pension Scheme as per current legislation; further details may be obtained from the Director of Human Resources (Bursary).   |
| <b>Probationary Period:</b>                       | In accordance with School policy, all appointments are subject to a six-month probationary period.   |
| <b>Medical Self Declaration:</b>                  | The offer of appointment at Sherborne School will be conditional upon the provision of a self-declaration of physical and mental fitness to discharge the responsibilities of the role.  |
| <b>DBS Disclosure (Police Check)/ References:</b> | As Sherborne School is registered to ask 'exempted questions' under the Rehabilitation of Offenders Act 1974, successful applicants will be subject to a criminal record check from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings; further details are available upon request. This post is also subject to receipt of two satisfactory written references, one of which must be your current/last employer.                         |
| <b>Postholder's Responsibility:</b>               | You share with all 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 Child Protection Policy Statement. 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). |

#### **Core Responsibilities :**

- To support our swim school lessons between stage 1-10
- 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.

### Experience/Qualifications/Personal Qualities required:

#### Experience

Applications are welcomed from qualified swim teachers.

#### Required Qualifications

- SEQ or STA L2 Swimming Teacher qualification

#### Essential Qualities

- Good interpersonal skills, approachable and confident in dealing with a wide variety of people.
- Ability to communicate clearly.
- Ability to work well as a team member, as well as use initiative where required.

Training Requirement for all Swim Teachers – 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         |                       |
| Emergency First Aid Training / First Aid At Work (as required) | Within the first week of employment | As required           |
| Fire Awareness   | Within the first week of employment | As required           |
| Manual Handling  | Within the first week of employment | As required           |
| Induction training with Line Manager                           | Within the first week of employment | As required           |
| Working at Heights   | Within the first week of employment | As required           |
| Fire Marshall  | Within the first week of employment | As required           |
| Lifeguard Qualification  | Before employment commences         | As required           |

## METHOD OF APPLICATION

To apply via TES, please submit the online application form, available via the 'Quick Apply' button, by the closing date - *please do not send in a curriculum vitae as we are unable to use them when short listing.*

In the event of any queries please contact: *Miss Emily Old - Recruitment Manager*  
*Sherborne School*  
*Abbey Road*  
*Sherborne*  
*Dorset*  
*DT9 3LF*  
*Tel: 01935 810502*  
*Email: [hr@sherborne.org](mailto:hr@sherborne.org)*

Closing date for applications: 9.30am on Tuesday 12 August 2025

Interviews are likely to take place: Wednesday 20 August 2025

Anticipated Start Date: As soon as possible.