

SEVENOAKS SCHOOL

JOB DESCRIPTION



Appointment of Leisure Attendant/Lifeguard Sennocke Centre





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA.

About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries. There are more than 100 teaching and 250 support staff.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

The Sports Centre (Sennocke Centre)

Completed in December 2004, at a cost of £7m, the Sennocke Centre comprises the following facilities:

- 8 court sports hall
- 25m, 6 lane swimming pool
- Fitness suite & weights room

- 3 glass-backed squash courts
- Dance and aerobics studio
- Rock and rope climbing area
- 3 indoor tennis courts
- Café & meeting room
- Floodlit hard court
- Athletics track, Astro and Grass pitches with pavilions

The Role

The Lifeguard/Leisure Attendant will report to the Duty Manager or Team Leader, as appropriate.

Purpose of Job

To carry out leisure attendant duties for the Sports Centre including assisting with day-to-day running of the sports centre and outdoor areas. To work as part of a team delivering an effective and efficient service for both school and external users, thereby enhancing the experience of sport and leisure on the campus & to the wider community.

Responsibilities and Main Duties

Preparing facilities in support of the programme requirements for both the school and external users in accordance with Centre policies and procedures.

Life guarding pool sessions as required.

- Ensuring that the Centre's safety and security



processes are upheld.

- Customer liaison, including deputising reception duties as and when required, including telephone communication and IT systems.
- Assisting/Supervising activities as determined by individual capabilities.
- Implementing cleaning, housekeeping and general replenishments.
- Monitoring and recording of statistical information.
- Communicating (in the absence of a direct line manager) outcomes & occurrences.
- Reporting all faults, incidents, accidents and dangerous occurrences.
- Upholding the safety, security and welfare of yourself, school pupils, external users and your colleagues in accordance with all Centre procedures and H&S legislation and raising any concerns regarding this issue with the Sports Centre Manager.
- Complying with the Centre's Emergency Action Procedures and drills as required.
- Any other duties as required by the Centre Manager (or Duty Manager) including assisting the School's PE Department.
- Attending from time to time (outside of normal working pattern) meetings and further training.
- Cover absences to ensure continuity of service. This may at time to time be at short notice.

Confidentiality

You must not make any unauthorised disclosure of information concerning customers; pupils; their parents or staff or the school; nor utilise customer records for any purpose other than that directly related to your duties and business of Sennocke Services Ltd.

Restrictions

You are not permitted to carry out any activity or use any part of the campus for the purpose of private enterprise or voluntary service without prior written permission from your line manager.

Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out their duties, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school he/she must report any concerns to the Deputy Head (Pastoral).

Working Hours

The Centre operates all year round (not just term time), normal operating hours are 06:45 to 22:30 Monday to Sunday. The role is full-time all year round and requires a rotational shift pattern including evening, weekend and Bank Holiday shift working, 40 hours per week over 7 days.



Person Specification

Essential:

- NPLQ Qualified (update training available).
- Past supervisory experience in the hospitality, service or leisure industry.
- Physical fitness and water confidence.
- Competent and courteous with excellent verbal communication skills (GCSE English & Math). Intermediate Microsoft Office Skills.
- Good numerical and written skills.
- Alert and attentive to responsibilities.
- Rational and calm under stress.
- Reliable and adaptable with flexibility for short notice shift changes.
- Positive disposition, self-assured with a 'can do' attitude.
- Clear and accurate application form completed.
- Appropriately presented and well-groomed.

Desirable:

- First aid at work certificate (and/or with defib). Training available.
- Experience with leading a group (voluntary work recognised).
- Knowledge of child protection, health & safety, customer service and best practice regarding housekeeping.
- Experience of working in a customer facing environment.

Holidays

A full-time employee is entitled to 28 days paid holiday per year, which includes public holiday entitlement. The holiday year runs from 1st January to 31st December. All holiday needs to be approved in advance by line management.

Personnel Matters

The successful applicant will be required to complete the Disclosure Barring Service (DBS was CRB) process at the enhanced level before the appointment is confirmed and will also be required to undergo a medical examination.

You will be employed under a dual contract of employment arrangement. The employer is Sevenoaks School in respect of all duties associated with the provision of services in support of the PE Department curricular and co-curricular activities. For work associated with non-School activities, for example club members or swimming courses, the employer is Sennocke Services Limited, the trading subsidiary of Sevenoaks School. There is one payroll in operation for both the School and the Company.

Application

The online application form must be completed by visiting www.sevenoaksschool.org/vacancies.

As we regularly recruit for Lifeguards throughout the year, there is no closing date for this role, however we reserve the right to terminate the recruitment process once we are at full capacity so do apply promptly.

For any queries please contact us using our email address: personnel@sevenoaksschool.org