



PART TIME SWIMMING ASSISTANTS - BRIEFING PROFILE

THE SCHOOL

North London Collegiate is an academically selective girls' school. There are about 753 students in the Senior School and approximately 313 in the Junior School. The school takes pride in the religious and social diversity of its intake.

The school's aims are to provide an ambitious education for all its pupils and to enable each girl to make the most of her own gifts. The highest priority is to maintain a team of professional teachers to whom each pupil is important, and who can introduce their subjects with enthusiasm and drive. All pupils are expected to learn to recognise academic excellence and realise that it is attainable.

CANONS ENTERPRISES LTD

Canons Sports Centre is in the beautifully landscaped grounds of North London Collegiate School. Canons Enterprises Ltd manages the sports facilities outside the school hours during evenings, weekends, and school holidays.

Facilities include a 25m heated indoor swimming pool with an Ultra Violet water treatment system. This dramatically reduces the amount of chemicals added to the water, including chlorine. Our air conditioned fitness studio is fitted with up to date cardiovascular and strength equipment. We also boast a multi-purpose sports hall that houses 4 badminton courts as well as an indoor climbing wall and a large dance studio.

Job Profile: Swimming Assistant

Responsible To: Centre Manager/Duty Manager

Main Duty: To Assist Qualified Swimming Instructors in Delivering Children's Swimming Lessons.

Your duties

Canons is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed included in the duties that you may be required to perform:

- Child protection, discipline, health, and safety.
- Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact.
- To attend meetings at times notified to you by the Manager. You may on occasion be required to attend a meeting during the lunch hour or after normal working hours.

Principle Accountabilities:

- To assist Qualified ASA Swimming Instructors in providing swimming lessons to children.
- To be prepared to enter the swimming pool in the aim of assisting the Swimming Instructors and monitoring the children in the pool.
- To assist the Centre Manager/Duty Manager(s) in rigging the swimming pool up for swimming lessons.
- To assist the Centre Manager/Duty Manager(s) in de-rigging the swimming pool after swimming lessons.
- To ensure that equipment is available as and when necessary for the smooth running of lessons.
- Ensure that his/her qualification(s) are in date and valid.
- To attend Canons Swimming Pool Staff Training as and when it is organised.
- Keep poolside free from obstructions.
- All customer care and enquiries.
- Compliance with Health and Safety at Work Act, Codes of Practice, adhering to COSHH regulations, and all NLCS policies.
- Such other duties that may be required from time to time.

Person specification:

Essential

- Hold a Level 1 swimming teaching qualification, ASA or equivalent
- Be a strong swimmer.
- Reliable and punctual.
- positive and flexible attitude.
- High professional standards.
- Smart appearance and polite to customers.

- Ability to work effectively as a member of a team.
- Ability to follow NOP and EAP.
- good team player with a proactive “can do” approach.

Desirable

- experience of working at a school.
- experience of working as with children previously.
- first aid qualification and experience.

TERMS and CONDITIONS

Pension

The successful candidate will be eligible to join Canons Staff Pension Scheme.

Staff Benefits

Free use of swimming pool and fitness suite.

APPOINTMENT PROCEDURE

Candidates should apply through our recruitment system, and should submit the following

- A one-page letter of application.
- Completed Application Form.

Please note that references will be taken prior to interview **unless indicated otherwise**.

Canons Enterprises Ltd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure and will be subject to reference checks.