

# INVICTUS

Education Trust

## CANDIDATE INFORMATION PACK



Learn with **us**, Work with **us**, Belong with **us**!



[www.invictus.education](http://www.invictus.education)



01384 686586

## Job Description

<b>JOB TITLE:</b>	Casual Lifeguard
<b>DEPARTMENT:</b>	PE/Sports Department
<b>SALARY RANGE:</b>	Grade 4 / SCP 5
<b>REPORTING TO:</b>	Facilities & Operations Manager
<b>RESPONSIBLE FOR:</b>	In line with organisational structure
<b>LIASING WITH:</b>	CEO, Headteachers, Senior Leadership Team, Governors, teaching and professional services staff, outside agencies, and the Trust's central team

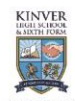
## Main Purpose

- To provide safe supervision to school students and customers within the swimming pool environment. Carry out duties for the efficient running of the School's sports facilities.

## Main Duties

### Portfolio

- Prior to start of session ensure lane ropes are in the pool, and get equipment ready for the teacher i.e. floats, armbands, swim belts etc. At the end of lessons tidy away equipment and remove lane ropes.
- Assist the teachers with putting armbands and belts on the children, check inflatables are safe and belts are correctly tied.
- Patrol the poolside – alert the teacher and respond as necessary to any incidents.
- Control spectators: no food, drink, pushchairs or shoes on poolside.
- Ensure swimmers act in an appropriate manner on the poolside: no running, no getting in the pool without the teacher's permission.
- If the teacher takes the shallow end classes up to the deep end, assist children climbing out and make sure you are particularly vigilant.
- Keep poolside tidy and clutter free whilst the teachers are teaching. Clean poolside, surrounds, changing areas, cubical, toilets, sinks, showers and drainage channels.
- To ensure toilets and changing rooms remain clean and free of litter/spillages when in use by swimming groups.
- Ensure that pool room and changing rooms are clean, tidy and locked up at the end of each session.



### Mission

'Excellence every day, unlimited ambition and transforming lives'



### Vision

'To create a community of inclusive schools where people choose to learn with us, work with us and belong with us, so that everyone succeeds'



### Values

- Respect
- Resilience
- Relationships

- Participate in relevant monthly staff training.
- Assist customers with any first-aid requirements.
- Respond to and fully comply with Emergency Action Plan and at all times work in accordance with the Normal Operating Procedure and Service Specification.
- Report any accidents to the teacher and record them in the accident book. Complete incident, accident and general reports and assist in investigations as required.
- The post holder may be expected to assist cover holiday/sickness absences of other members of the team where available.
- Assemble and dismantle other equipment required to ensure the smooth and efficient running of the swimming pool as directed.
- Any reasonable task as directed by the Headteacher/Facilities & Operations Manager which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include redeployment to other departments – to include cover for absent colleagues and/or relocation to areas of need.

### **Staffing and Resources**

- Positively engage in appraisal reviews as directed by Facilities and Operations Manager

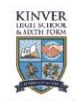
### **Other Professional Requirements**

- Establish and maintain regular communication in the Trust
- Be responsible for personal professional development and to keep up to date with educational initiatives that impact on the Trust
- Actively engage in the Trust's appraisal process
- Take part in the Trust's staff development programme
- Work as a part of a team and positively contribute to effective working relationships
- Take part in Trust events as directed by the CEO

### **Other Specific Duties**

- Play a full part in the life of the Trust community, to support its vision, mission and values
- Be an ambassador of the Invictus ethos and to encourage and ensure staff and students follow this example
- Be courteous to colleagues and be welcoming to visitors
- Comply with the Trust's Health and Safety Policy and undertake risk assessments as appropriate

Whilst every effort has been made to outline the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to carry out any reasonable request to undertake work of a similar level that is not specified in this job description. This job description is current at the date shown but following consultation may be changed to reflect or anticipate changes in the job which are commensurate with the job title and salary.



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## **Support For The Trust**

- To take a full part in promoting the good name of the Trust and contributing positively to the overall ethos/work/aims of the Trust
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security confidentiality and data protection
- Comply with the Trust's dress code
- Attend and participate in meetings as required
- Participate in training, other learning activities and appraisal as required
- Recognise own strengths and areas of expertise and use those to advise and support others
- It is the responsibility of all adults employed by Invictus Education Trust to safeguard and promote the welfare of children and young people. This responsibility extends to a duty of care for those adults employed, commissioned or contracted to work with children or young people.

## **Safeguarding Requirements**

We are deeply committed to safeguarding and promoting the welfare of Children and expect all Staff and Volunteers to share this commitment. All necessary Safeguarding checks will be undertaken which must have satisfactory outcomes, otherwise the conditional job offer may be withdrawn. Details of the checks that will be undertake can be found at: [Keeping Children Safe in Education, 2024](#)

This role has been assessed as working in regulated activity and is subject to an Enhanced DBS plus Children's Barred List Check.

**It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.**

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website:

<https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.

Positions at the school are exempt under the Rehabilitation of Offenders Act 1974 and as such appointment to a post will be conditional upon the receipt of a satisfactory response to a check of police records via the Disclosure and Barring Service (DBS). DBS Filtering guidance can be found on the GOV.UK website.

<https://www.gov.uk/government/publications/dbs-filtering-guidance/dbs-filtering-guide>



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# Person Specification

	ESSENTIAL	DESIRABLE	MEASURE (A, D, I, T)
<b>QUALIFICATIONS</b>	An in-date Swimming Pool Lifeguard Certificate (with current training) RLSS, NPLQ or NARS (STA) equivalent.	First Aid Certificate (we can provide)	
<b>EXPERIENCE</b>	Previous experience of working in a school or leisure environment would be beneficial.		
<b>SKILLS AND KNOWLEDGE</b>	Strong swimming skills and knowledge of water safety practices  Swimming skills to include being able to undertake an aquatic rescue in the deepest part of the pool.		
<b>PERSONAL QUALITIES</b>	In line with Health & Safety Guidelines – Regulation 179 – candidates must be physically fit, have good vision and hearing and be mentally alert and self-disciplined including taking regular periods of concentrated sensory attention.  Ability to remain calm and composed in high-pressure situations  Excellent communication and interpersonal skills  Attention to detail and ability to observe swimmers closely		
<b>FLEXIBILITY</b>	To work flexibly to meet the needs of the Trust and its educational establishments. Can be required to work in any location within the Trust		

This job description/person specification may be amended at any time in consultation with the postholder



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