

INVICTUS

Education Trust

CANDIDATE INFORMATION PACK



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



www.invictus.education



01384 686586

Job Description

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

Main Purpose

At Invictus Education Trust, we believe in the transformative power of education to unlock every child's potential. Guided by our core values of respect, resilience, and relationships, we are committed to ensuring that every student achieves their best, regardless of background or circumstance.

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.

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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

- 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.
- 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.

Other 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.
- Take an active role in school events such as open evenings, school proms, school productions, this will include SLT duties, H&S responsibilities, managing and coordinating events etc.
- Any reasonable task as directed by the CEO/DCEO. Any tasks which is appropriate to the post level in order to maintain/enhance organisational effectiveness which may include deployment to other departments, to include cover for absent colleagues and/or relocation to areas of need.
- 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

The postholder will be expected to share the school's commitment to safeguarding and promoting the welfare of children and young people.

In line with Keeping Children Safe in Education 2025, and as part of our recruitment process, the Trust will carry out an online search on all shortlisted candidates. This is to help identify any incidents or concerns that are publicly available which may pose a safeguarding risk or bring the Trust into disrepute. Any such findings will be shared with the recruitment manager and may be discussed at interview.

We are deeply committed to safeguarding and promoting the welfare of children and young people, and we expect all staff and volunteers to share this commitment. All required pre-employment checks will be undertaken, and offers of employment are subject to satisfactory outcomes. These include an enhanced DBS check with Children's Barred List information, identity checks, online checks, and verification of professional qualifications and references. Further details are available in [Keeping Children Safe in Education 2025](#).

This role involves regulated activity and is therefore subject to:

- An Enhanced DBS Check including the Children's Barred List
- Verification through the DfE's Check a Teacher's Record (for applicable roles)

It is a criminal offence to apply for this role if you are barred from working with children.

This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions Order 1975, as amended). Certain convictions or cautions are considered 'protected' and need not be disclosed. Guidance on disclosure is available on the Ministry of Justice website: [Rehabilitation of Offenders Act 1974](#)

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For information on the filtering of cautions and convictions, visit the DBS Filtering Guidance: [DBS Filtering Guidance](#)

As a Trust, we are committed to ensuring that during all stages of recruitment and selection, no applicant is disadvantaged or discriminated against based on any protected characteristics under the Equality Act 2010.



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Person Specification

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	An in-date Swimming Pool Lifeguard Certificate (with current training) RLSS, NPLQ or NARS (STA) equivalent.	First Aid Certificate (we can provide)
EXPERIENCE	Previous experience of working in a school or leisure environment would be beneficial.	
SKILLS AND KNOWLEDGE	- 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.	
PERSONAL QUALITIES	- 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	

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SAFEGUARDING	• Commitment to safeguarding and promoting the welfare of children and young people. • Knowledge of child protection and safeguarding policies and procedures.
FLEXIBILITY	• To work flexibly to meet the needs of the Trust and its educational establishments. The holder of the post can be required to work in any location within the Trust. • Willing and able to travel regularly across the Trust or partnership schools. • Able to work flexibly to meet the demands of the role. • Willingness to represent the Trust in external forums, conferences or panels.

This job description/person specification may be amended at any time in consultation with the postholder. Any changes will continue to reflect the school's commitment to safeguarding and promoting the welfare of children and young people.



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