



Shrewsbury School

JOB DESCRIPTION and PERSON SPECIFICATION

LIFEGUARD

Section:	Sports Department	Annual Leave:	5 weeks pro-rotta
Responsible to:	Sports Facilities Manager	Hours of Work:	Adhoc hours
Status of position:	Casual position	Salary Range:	£7.82 per hour Increasing to £8.00 per hour.

I. INTRODUCTION

Shrewsbury School is an independent boarding school, committed to the highest standards of education. Its vision is to be the best independent boarding school north of the Thames Valley, and to be comparable with the best in the United Kingdom in terms of breadth, depth and quality of achievement.

The School is a registered charity with a number of wholly owned trading companies. The School is administered by a Governing Body, which currently has 18 members. The Governing Body and its Committees meet once a term. On occasions there are ad hoc committees to oversee the planning and execution of particular projects.

The Bursar is responsible to the Headmaster and the Governing Body for the overall financial management of the School and its resources in order that the School's objectives can be met. The School has approximately 420 employees and an annual turnover of over £23 million. The Bursar is supported by the Head of HR, Head of Estates, Financial Controller, General Services Manager, Head of Grounds and their teams.

Further details of the School can be found on the website (www.shrewsbury.org.uk).

2. MAIN PURPOSE OF ROLE

The Lifeguard will be called upon to undertake adhoc duties to suit in supervising the pool area and ensuring the safety and comfort of all pool users.

3. LEVEL OF POSITION

The Post holder will be directly responsible to the Sports Facilities Manager who is responsible for day-to-day Line Management responsibility to include appraisal, training and development and health and safety.

4. DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative duties. The position holder will be expected to become involved in a range of work, on occasions that may not be illustrated below.

Main Responsibilities:

- To maintain safety around the pool through preventive lifeguarding by ensuring the pool users comply with health and safety regulations.
- To undertake water chemistry tests as required.
- To maintain a professional demeanor and appearance, developing positive relationships with all pool users.
- To complete all required paperwork as required by the Sports Facilities Manager.
- To implement the facilities Emergency Action Plan in the event of an emergency.
- To follow and implement procedures from the sites Normal Operating Procedure.
- To complete a variety of cleaning tasks to maintain site hygiene.
- To set up equipment in both the pool and sports hall.
- To administer any necessary first aid.
- To communicate regularly with the Sports Facilities Manager and bring any problems to the SFM before they escalate.
- To undertaken any relevant training as required by the Sports Facilities Manager.

Contacts

In all contacts the successful applicant will be required to present a good image of Shrewsbury School as well as maintain constructive relationships.

5. TERMS AND CONDITIONS

- ❖ **Salary:** The starting hourly rate of pay will be £7.82 per hour, this will increase to £8.00 per hour following a satisfactory 6 month review. You will be expected to complete monthly timesheets of your hours to be submitted to our payroll department.
- ❖ **Hours:** The position is casual and you will be called upon to work as and when required. The swimming pool will be operational throughout the year so will also include working hours during the school holidays.
- ❖ **Holidays:** Due to the casual nature of this contract you will receive payment of annual leave annual leave at the end of each term. The annual leave entitlement is based on 5 weeks per annum pro-rata.
- ❖ **Pension:** All support employees will be eligible to join Shrewsbury School's Pension Scheme (employee contributions 1% to 5%, employer 2% to 7.5%) subject to auto-enrolment Regulations.
- ❖ **DBS Certificate:** You will be expected to have an up-to-date DBS Certificate and we shall request one upon appointment and every 3 years thereafter.



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Person Specification **LIFEGUARD**

A = Application form, D = Documents, I = Interview, P = Presentation, T = Test/Exercise

Description	Essential	Desirable	Method used
Qualifications			
A good standard of Education	✓		A / D
Pool Lifeguard qualification (NPLQ)	✓		A / D
First Aid Certificate	✓		A / D
Work Experience			
Some experience in a Lifeguard position would be an advantage, full training can be given.	✓		A / I
Must be a strong swimmer	✓		A / I
Specialist Knowledge			
A basic understanding of Health & Safety	✓		A / D / I
An understanding of Child Protection	✓		A / D / I
Personal Attributes			
Excellent customer service skills	✓		D / I
Good interaction and team working skills	✓		D / I
Other / Special Working conditions			
To be flexible in approach to the needs of the School.	✓		A / D / I
Must be over 18 years of age, due to supervising young people up to the age of 18 (exempt from the Equality Act Regulations).	✓		A