

**TONBRIDGE SCHOOL CENTRE  
for SPORTS AND MEDIA**

**JOB DESCRIPTION**

<b>Job Title:</b>	<b>Recreation Assistant / Lifeguard</b>
<b>Reporting to:</b>	<b>Assistant Manager</b>
<b>Main Purpose:</b>	<b>To work as part of the Tonbridge School Centre team in delivering exceptional customer service, including life guarding, facility operations and health and safety</b>

**SUMMARY OF RESPONSIBILITIES AND DUTIES**

1. To undertake lifeguard duties to ensure the safety of users at all times. (3 metre pool)
2. To set-up and break-down equipment throughout the centre, to ensure the smooth operation of activities and that equipment is stored safely.
3. To implement the centre's Normal Operating Procedures and Emergency Action Plan as required.
4. To ensure the centre's Quality Management System (QMS) is adhered to at all times.
5. To carry out regular Health & Safety inspections as required and notify senior staff of any irregularities.
6. To attend staff training as part of the National Pool Lifeguard Qualification. To administer first aid and implement life guarding procedures in accordance with that training. To maintain any related training requirements.
7. To carry out cleaning duties to the highest standards.
8. To carry out regular pool water quality and environmental tests.
9. To supervise casual staff as required.
10. To assist with sports coaching both for the school and courses as required.
11. To work shifts to cover the operating hours of the facility, including evenings and weekends.
12. To work as a team and attend team meetings as required.
13. To ensure the highest possible customer service standards are implemented for all users and visitors to the centre.
14. Any other duties commensurate with the post.

## PERSON SPECIFICATION

### SKILLS & ABILITIES

- A motivated individual able to work on own initiative.
- Ability to work as part of a team.
- The ability to provide exceptional customer service at all times.
- Willingness to undertake relevant training and sports coaching awards.
- A reliable and enthusiastic individual with a flexible approach to work.
- Good verbal and written communication skills.

### EXPERIENCE

- **Desirable:** Experience of working as a Lifeguard/Recreation Assistant

### QUALIFICATIONS

- National Pool Lifeguard Qualification (NPLQ)
- Full First Aid at Work qualification.

### SPECIAL REQUIREMENTS

- Regular Lifeguard Training after qualification.

### REMUNERATION and BENEFITS

- An annual salary of £12,000 subject to appropriate experience and qualifications
- Non Contributory Money Purchase pension scheme, after probationary period
- 20 days holiday plus bank holidays

**The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he or she is responsible, or with whom he or she comes 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 the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report any concerns to the School's Child Protection Officer or to the Headmaster.**

*Tonbridge School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Criminal Records Bureau.*