

# FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT



TONBRIDGE  
SCHOOL

## Recreation Assistant / Lifeguard

Tonbridge School is one of the leading boys' boarding schools in the country and is highly respected, both here and internationally, for providing a world class education.

At Tonbridge School Centre we are a team of over 100 staff, all dedicated to offer exceptionally high-quality Leisure provision for Tonbridge School boys, and the wider public community. Tonbridge School Centre (TSC) offers some of the very best sport, leisure and gym facilities in the Southeast England and is the home of our TSC Members' Leisure Club.

The TSC Members Leisure Club is our public Members Club. Our extensive Centre facilities include a multi-level gym suite, 25m indoor swimming pool, sauna, classes studio, external tennis courts, athletics track, sports hall, astro pitches, and external basketball court. Tonbridge School Centre is also the home of Recre8, our Children's sport, educational and creative activities and courses open to all children aged 3 – teen during term-time and school holidays.

Our staff members are highly valued and are integral to the successful running of our businesses. We offer a variety of permanent and casual roles with each staff member is highly valued and rewarded with competitive remuneration and benefits package and receives ongoing career development.



# JOB DESCRIPTION

<b>Job Title:</b>	<b>Recreation Assistant / Lifeguard</b>
<b>Reporting to:</b>	<b>Duty Manager (Operations)</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>

## MAIN DUTIES

- To undertake lifeguard duties to ensure the safety of pool users at all times.
- To set up and break-down equipment in the Centre, to ensure the smooth operation of activities and that equipment is stored safely.
- To implement the Centre's Normal Operating Procedures (NOP) and Emergency Action Plan (EAP) as required.
- To ensure the Centre's Quality Management System (QMS) is adhered to at all times.
- To carry out regular Health & Safety inspections as required and notify senior staff of any irregularities.
- To attend staff training as part of the National Pool Lifeguard Qualification (NPLQ). To administer first aid and implement life guarding procedures in accordance with that training. To maintain any related training requirements.
- To carry out cleaning duties to the highest standards.
- To carry out regular pool water quality and environmental tests.
- To supervise casual staff as required.
- To assist with sports coaching both for the School and courses as required.
- To work shifts to cover the operating hours of the facility, including evenings and weekends.
- To work as a team and attend team meetings as required.
- To ensure the highest possible customer service standards are implemented for all users and visitors to the Centre.
- To undertake any other duties as requested by the Senior Recreation Assistants or Senior Managers.

## CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

## CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. 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 their concerns to the Designated Safeguarding Lead or to the Headmaster.

## PERSON SPECIFICATION

### SKILLS AND ABILITIES

- A motivated individual able to work on own initiative
- Ability to work as part of a team
- Ability to provide exceptional customer service
- Willingness to undertake relevant training
- A reliable and enthusiastic individual with a flexible approach to work
- Good verbal and written communication skills

### QUALIFICATIONS AND EXPERIENCE

- National Pool Lifeguard Qualification (*applicants without this qualification will be considered, but the appointment will be subject to successfully attaining the qualification*)
- Experience of working as a Lifeguard/Recreation Assistant (Desirable)

### HOURS OF WORK

- 40 hours per week based around a shift system.

### REMUNERATION AND BENEFITS

- An annual salary of £19,760
- Four weeks holiday (rising to five weeks after 5 years' service) plus bank holidays
- Pension Scheme.
- Lunch provided free of charge during term time.
- Sports Centre membership (staff rates).
- Free Parking.
- School Fees Remission (after three years' service).

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

## SUBMITTING AN APPLICATION

All applications and questions should be sent to [hrdept@tonbridge-school.org](mailto:hrdept@tonbridge-school.org)

Full details and an application pack may be found on Tonbridge School's website at: [tonbridge-school.co.uk/jobs](https://tonbridge-school.co.uk/jobs)

**Closing date for applications: Sunday 12<sup>th</sup> June 2022 at 5pm**

**We reserve the right to interview suitably qualified candidates for this post before the closing date.**

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**TONBRIDGE-SCHOOL.CO.UK**

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press