



TONBRIDGE
SCHOOL

RECRE8 COURSES RANGER (COURSES ASSISTANT)



THE DEPARTMENT AND POST

At Recre8 we offer a wide range of term time and holiday courses in a variety of sporting, artistic and educational activities including Swimming, Drama, Climbing, Gymnastics, Tennis, Cookery, Art and 11+ Tuition, plus lots, lots more. Our coaches and tutors are all highly qualified in the specific activity they lead, and our structured, progressive courses and incredible facilities enable us to offer an unrivalled quality of coaching and tuition.

The role involves supervising children during arrival, break times, lunch periods and collection, assisting coaches and teachers as required, and helping to maintain high standards of customer service and communication. Rangers also support administrative tasks, follow health and safety and safeguarding procedures, and respond appropriately to incidents or accidents under guidance.

This post is ideal for a reliable, enthusiastic and flexible individual who enjoys working with children, thrives as part of a team, and takes pride in delivering a positive, professional and caring experience for all course participants.



JOB DESCRIPTION

Job Title Recre8 Courses Ranger

Reporting to Recre8 Courses Manager

Main Purpose To support the safe and effective delivery of Recre8 courses by supervising and caring for children, assisting with daily operations, and ensuring high standards of organisation, customer service and safeguarding at all times.

MAIN DUTIES

- To prepare the site for customer arrival, including signage for registration and car parking.
- To distribute Coach Information Packs and assist with the enrolment and registration of children on courses.
- To supervise, register and care for children arriving between 8.30am and 9.30am and after 5.00pm when required.
- To report any child absence.
- To ensure that drinks containers are all full and all provisions for break are prepared.
- To be responsible for the health and safety of children at break and lunch times, ensuring their delivery to the appropriate areas afterwards.
- To monitor and manage traffic control and the safety of children with other Rangers and reporting any incidents to the Courses office.
- To assist Coaches and Tutors when required to ensure high quality courses are delivered.
- To follow good practice with regard to health and safety, risk assessments etc.
- To maintain good practice regarding all aspects of child protection including updated safeguarding/child protection training.
- To assist with any administrative tasks as required during the day, including updating and copying of registers and other documents, stock control and the allocation of certificates.
- To ensure the well-being of all participants on courses, collecting from enrolment and being responsible for those attending for the duration of the courses.
- To ensure high standard of customer care and a quality service.
- To follow (under supervision) the necessary procedures for any incident or accident that occurs to any participant on the courses.
- To wear appropriate uniform and identity badges in a presentable way.
- To undertake necessary training and attend additional training sessions as requested.
- To work as a team and attend team meetings as required.
- To carry out any other duty as requested by your Line Manager.

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 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 whom 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 Protection 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

- Interests including sporting and creative activities.
- Ability to work on own initiative.
- Team player with willingness to support others in their roles.
- Ability to provide exceptional customer service at all times.
- Knowledge of safety requirements and child protection issues.
- A reliable and enthusiastic individual with a flexible approach to work.
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff, children and parents in a professional and friendly manner.

Experience

- Experience of working with children and/or as part of a holiday activities programme.

AVAILABILITY

To aid cohesion and provide continuity for customers and attendees, we prefer applicants who are available for both Easter and Summer programmes (in whole or part). An application will benefit from intent to return for multiple seasons/years.

LOCATIONS

Courses are based at both Tonbridge School and The New Beacon School and successful candidates may be offered roles at either or both locations - this will be determined once the courses are viable. Please mark on the availability form which sites you are able to accept a role at, noting that The New Beacon site is not easily accessible via public transport.

HOURS OF WORK

Employment is on a casual basis and hours are allocated subject to appropriate numbers of bookings with no guarantee of work.

REMUNERATION

- £13.69 per hour including proportionate holiday pay
- Uniform provided
- Staff car parking

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.

APPLICATION PROCESS

SUBMITTING AN APPLICATION

Full details and an application pack may be found at:

<http://www.tonbridge-school.co.uk/jobs>

Apply via our online application form or, send your completed application form to:

hrdept@tonbridge-school.org

01732 365555

Closing Date: Wednesday 4 February at 12 noon

We reserve the right to interview and appoint prior to the closing date for applications, so early applications are encouraged.

**TONBRIDGE
ONLY CONNECT**

Tonbridge School
High Street
Tonbridge
Kent TN9 1JP
+44 (0)1732 365555
hrdept@tonbridge-school.org

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