Candidate Information

TONBRIDGE SCHOOL

Recreation Assistant / Lifeguard
Tonbridge School Centre

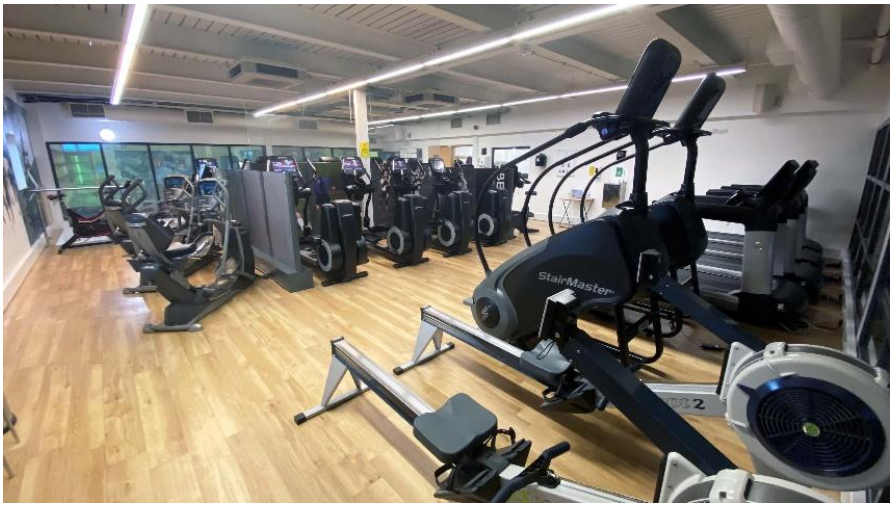
THE DEPARTMENT AND POST

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.

Reporting to the TSC Operations Manager, the Recreation Assistant/Lifeguard will demonstrate a commitment to high standards of safety, cleanliness, and customer care, while contributing positively to a team-focused working environment. This is a varied and rewarding role that supports both the day-to-day running of the Centre and the wider sporting activities of Tonbridge School.



JOB DESCRIPTION

Job Title: Recreation Assistant / Lifeguard

Reporting to: TSC Operations Manager

Main Purpose: To work as part of the Tonbridge School Centre team in delivering exceptional customer service, including lifeguarding, facility operations and health and safety.

MAIN DUTIES

- To undertake lifeguard duties to ensure the safety of pool users at all times.
- To set up/down equipment in the Centre, to ensure the smooth operation of activities.
- 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 lifeguarding procedures in accordance with that training.
- To ensure the highest possible customer service standards are implemented for all users and visitors to the Centre.
- 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 undertake any other related duties 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

- Excellent verbal and written communication skills with an ability to deal with a wide range of people including School staff, boys and parents in a professional and friendly manner.
- Ability to work on own initiative and able to see jobs through to completion.
- Team player with willingness to support others in their roles.
- Strong interpersonal skills and customer service focus.

- Personal commitment to professional development to increase skills, knowledge base and up-to-date working practices.
- Well organised, flexible and professional approach.
- Ability to meet the NPLQ pre-requisites:
  - Jump/dive into deep water
  - Swim 50 metres in less than 60 seconds
  - Swim 100 metres continuously on front and back
  - In deep water, tread water for 30 seconds
  - Surface dive to the floor of the pool
  - Climb out unaided without ladder/steps and where the pool design permits

Qualifications and Experience

- Current 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

This is a full-time, year-round position, working 40 hours per week on a rotating shift system.

Example shifts include:

- Monday to Friday: 5:30 am – 2:30 pm or 1:30 pm – 10:30 pm
- Saturday: 7:30 am – 8:30 pm
- Sunday: 8:30 am – 8:30 pm

Weekend work is required one in every three weekends.

REMUNERATION AND BENEFITS

An annual salary of £27,230 per annum.

Generous benefits package including:

- Pension scheme
- Annual leave plus statutory bank holidays
- CPD opportunities
- Lunch provided free of cost during term time
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

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: Tuesday 13 October 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

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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