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| **JOB DESCRIPTION** |

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| **Section 1: General Information** | | | |
| **Position Title** | Lifeguard | **Department** | PE |
| **Reports To** | Head of PE | **Probationary Period:** | Two Terms |
| **Location/Site** | Rookwood School, Weyhill Road, Andover SP10 3AL | **Employment Status** | Temporary |

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| **Section 2: Job Description** | |
| **Position Purpose** | To carry out lifeguarding duties for the duration of swimming sessions |
| **Key Responsibilities** | Main Duties:   * Carry out lifeguarding duties for the duration of swimming sessions * Be responsible for the safety of the swimmers and spectators whilst the swimming pool is open * Assist with the setting up of the pool, change around and putting away of pool equipment * Basic clean down of the changing rooms after sessions * Liaise with parents where necessary * Share ideas and thoughts on improving the pool with the rest of the team * Have knowledge of child protection, Normal Operating Procedures and the Emergency Action plan. * Ensure cleanliness and safety of poolside, removing hazards or cleaning any spillages.   Responsibilities:   * To review and adhere to the swimming pool Normal Operating Procedures and the Emergency Action Plan. * Deal immediately with any accident or incident that requires attention, including administering first aid and completing accident report forms. * To be responsible for the health & safety of the pupils, staff, volunteers and the general public using the pool during the course of a swimming session. * To be responsible for the care and maintenance of the swimming lesson equipment. * To be aware of and implement policies concerning health and safety at work. * To be responsible for maintaining health and safety requirements in the swimming pool area. * To be familiar with, and conform to, the School’s Health and Safety Policy and procedures. * To take reasonable care of themselves and other persons who may be affected by their acts or omissions at work. * To co-operate with employers in order to ensure that employers’ duties can be performed and complied with. * To report all accidents and damage immediately. * To report all observed hazards or dangerous occurrences immediately.   This Job Description and areas of responsibility may be developed to reflect the strengths of the post holder, their areas for development and aspirations. Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary. |

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| **KEY CRITERIA** | **ESSENTIAL** | **DESIRABLE** |
| **Qualifications** | * Must hold the National Pool Lifeguard Qualification (NPLQ) or other recognized lifeguarding qualification such as NRASTC. Ideally to a depth of 3.5m | * Ideally hold a recognised first aid qualification |
| **Experience** |  |  |
| **Knowledge** |  |  |
| **Skills and Abilities** | * Possess excellent communication skills with the ability to give clear, precise instructions * Strong organisational skills and attention to detail * Adaptable and with strong interpersonal skills |  |
| **Work-related Personal Qualities/Behaviors** | * Customer service orientated * Be an effective team player that works collaboratively and effectively with others * Excellent interpersonal skills, communicating (verbally and in-writing) effectively to a wide-range of audiences * Support, motivate and inspire both colleagues and pupils by leading through example * Suitability to work with children * Confidence, warmth, sensitivity, reliability and enthusiasm | |
| **Equal Opportunities and Commitment** | Commitment to equality of opportunity for all regardless of gender, disability, religion, and ethnic origin  **Demonstrate a commitment to:**   * safeguarding and child protection * equalities * promoting the school’s vision, values and ethos * high quality, stimulating learning environment * relating positively to and showing respect for all members of the school and wider community * ongoing relevant professional self-development   All employees at Rookwood School have an individual responsibility to safeguard and promote the wellbeing of children and young people or adults at risk in their care. | |

The above is designed to help you in the understanding of your role and is not intended to be a definitive list of your duties, as flexibility in meeting company needs is required by all employees.

I confirm that I have read and agreed this Job Description explaining the main duties of my job.

Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Employee Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_

Line Manager Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Line Manager Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_