LIFEGUARD JOB DESCRIPTION

Section:	Lifeguard	Salary:	£12.71 per hour
Responsible to:	LTS Coordinator and Community Facilities Manager	Hours of work/ Shifts available:	Sundays 09.00 – 13.30hrs
Status of position:	Permanent	Start Date:	Immediate Training to commence when appointed.

INTRODUCTION

The Royal School, Wolverhampton is an 'all-through' school from 4 - 19 years old. With a history stretching back to 1850 it blends the best of tradition with a contemporary view of education. There is a strong Foundation derived from our initial formation as an Orphanage set up by John Lees, a local philanthropist and more than 35 pupils still benefit from this part of our mission. Pupils come from the local community and the boarding population are derived from more than 23 countries worldwide.

It is our aim to provide a first class education to pupils from a wide background and prepare them for the challenges of the 21st Century. We place equal emphasis on academic, sporting, social and cultural development of the young person and celebrate the gifts of all, whatever that might be. Our aims are for the family based community to be courteous, show respect for self and others, and demonstrate ambition in all of their endeavours and to take risks in order to develop their skills and aptitudes.

The School has an EYFS section, a Primary and Senior School, Boarding and is also an Elite Swimming centre for more than 20 National standard swimmers.

The Royal Wolverhampton Enterprises Limited offers a wide variety of community use activities housed in The Hilda Hayward Swimming Pool Complex, included in this it operates a hugely successful Learn to Swim Programme offering swimming lessons to babies, children and adults.

Application forms should be emailed to Kim Marsden km@theroyal.school

CVs will not be accepted.

SAFEGUARDING

The Royal School Wolverhampton is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This postholder will be required to:

- Complete an Enhanced Disclosure and Barring Service (DBS)
- Complete Safeguarding Training

DUTIES AND RESPONSIBILITIES

- Supervise the swimming pool and hall area to ensure the safety of all users
- Ensure bathers are observed for all activities and the correct number of staff are on poolside at one time
- Provide safety instructions to pool users throughout their visit
- Follow policies and procedures outlined in the Pool Safety Operating Procedures (PSOP)
- Arrive at the centre 15 minutes prior to your start time to prepare for your shift and set up the swimming pool
- Implement session changeovers and set up, to ensure lessons can start safely and promptly with no delays.
- Inspect first aid, pool safety equipment and facilities to ensure they are visible and safe. Complete log sheets.
- Provide first aid to students, customers and colleagues on site. Record details on the school accident/incident form.
- Assist swimming teachers with chaperoning children when required.
- Maintain cleanliness of all the centre's facilities including wet side and dry side areas. i.e. floors clean and dry, toilets and urinals flushed are clean and odour free. Log sheet must be signed off during working hours.
- Tidy wet and dry storerooms always keeping equipment neat. Report damaged, replacement or new stock items to the coordinator.
- To undertake third lifeguard duties as per job sheet
- To undertake and perform any other task the centre management requires
- Attend and pass monthly competency training

- To be aware of and comply with school policies and procedures (e.g., child protection, health and safety, data protection, confidentiality) and reporting concerns as appropriate
- Treat all parents, customers and colleagues with courtesy and respect
- Remain vigilant and pro-active to ensure the safety of all facility users
- To adhere to the ethos of the school
- To promote the agreed vision and aims of the school.
- To set an example of personal integrity and professionalism
- Attend appropriate meetings and training

PERSON SPECIFICATION

A = Application form, D = Documents, I = Interview, T = Test / Exercise

Description	Essential	Desirable	Method Used
QUALIFICATIONS			
RLSS NPLQ	**x**		A/D
5 GCSE's at Grade 5 or above including Maths and English or equivalent		**X**	A/D
KNOWLEDGE ♦ EXPERIENCE ♦ ABILITY			
Experience of working within a swimming pool environment or leisure centre		**X**	A/D/I
Health & Safety regulations including: Hazard Recognition - NOPs & EAPs. - Risk assessment	**X**		A/I
Ability to work unsupervised and use own initiative	**X**		A/I
Literacy and Numeracy skills	**X**		A/I
Good communication skills	**X**		A/I
Good customer service skills			A/I
Assertive	**X**		
SPECIALIST KNOWLEGDE			
Knowledge of Safeguarding children and young people and Child Protection	**X**		A/I

PERSONAL ATTRIBUTES			
Excellent communication skills both verbal and written	**X**		A/I/T
Enthusiasm and Approachability – able to put visitors at ease	**X**		
Have a flexible approach to work and be adaptable	**X**		A/I
Positive attitude to work	**X**		A/I
Ability to work in a highly confidential manner	**X**		A/I
Ability to take extreme pride in all tasks undertaken	**X**		A/I