

Founded 1642



# New Hall School

The Best Start in Life



Appointment of

## Lifeguard

Applications considered on a rolling basis until  
midday, Monday 8 August 2022

## Job Description

The Lifeguard is responsible to the Head of Swimming.

### **Key responsibilities:**

1. to undertake lifeguarding duties to RLSS UK standards
2. to test chemical levels and the temperature of the pool
3. to ensure high standards of cleanliness and hygiene in the pool and sport facilities
4. to provide first aid treatment to sport facilities users
5. to uphold safety rules and to supervise in the fitness suite
6. to assist with the set-up of sport equipment in all sporting areas
7. to complete a daily health & safety check
8. to understand the guidelines laid down in the Normal Operating Procedures (NOP) and the Emergency Action Plan (EAP) held in the swimming pool office
9. to take part in monthly training to maintain lifeguard qualification
10. to assist with pool reception duties, including answering the phone, liaising with visitors and using the till
11. to undertake administrative duties including liaising with parents regarding Learn to Swim, trials, bookings and payments, and supporting with arranging the weekly lifeguard staffing rota
12. to assist with monitoring the security of the pool building and surrounding areas of the School site

All staff are responsible for promoting and safeguarding the welfare of students at New Hall School by ensuring compliance with the School's Safeguarding & Child Protection Policy at all times. It is a requirement of all staff to report any actual or potential risks to the safety or welfare of students to the Designated Safeguarding Lead.

This document summarises the main responsibilities of the post. All staff are required to undertake whatever else may reasonably be requested by the Principal. All staff are expected to uphold, support and realise the Catholic ethos of the School, as outlined in the Mission & Ethos Statement and Aims of the School. Job Descriptions are subject to annual review.

## Person Specification

In addition to the below, all candidates should have a clear understanding of and a commitment to the aims of a Catholic independent school and be committed to the values and ethos at the heart of New Hall School, for example, as expressed in the Mission & Ethos Statement of the School.

	Essential	Desirable
<b>Education</b>	Current NPLQ qualification	
<b>Experience</b>		Previous experience working as a Lifeguard
<b>Skills and Aptitudes</b>	<p>Excellent communication, IT, organisational and management skills</p> <p>Ability to relate effectively to different stakeholders</p> <p>Common sense and initiative</p> <p>Flexibility to adjust to change and development</p>	
<b>Disposition and personal qualities</b>	<p>Understanding of the importance of promoting and safeguarding the welfare of children</p> <p>Willingness to participate enthusiastically in aspects of the School's educational and boarding life</p> <p>Approachable, personable and confident manner</p> <p>High level of personal and professional integrity, discretion and confidentiality</p>	

New Hall is committed to increasing the number of staff from ethnic minorities, across all roles and at all levels, to reflect our diverse student population. Applications from practising Catholics are particularly welcome. The Equal Opportunities Policy is available on our website.

## School Tour

Click [HERE](#) to view our Open Day virtual tour.

## Salary & Benefits

### Salary

The salary range for this post is £21,470pa-£22,833pa (NHC20-22, September 2022 rates).

### Hours

The working hours for the Lifeguard are 40 hours per week, over 5 days. Hours of work will include some evening and weekend working on a rotational shift basis. All staff are required to attend INSET (staff training) days, payment for these days is included in the salary. Lifeguards are also required to attend monthly staff training sessions, which are confirmed by the Head of Swimming.

### Holidays

The Lifeguard is entitled to 30 days' holiday per year, including bank holidays. New Hall closes for two days between Christmas and New Year and for bank holidays. Staff must set aside annual holiday entitlement to allow for these closures. Holidays are not normally permitted during term time. However, up to one week's holiday may be granted during term time, depending on the reason and impact on School operations. In all cases, holiday is subject to line manager approval.

### Bank holidays

The Lifeguard may be required to work on School Open Days, which take place on the last Saturday in September and the Saturday of the first Bank Holiday weekend in May.

### Pension

Support staff are automatically enrolled in the designated stakeholder pension scheme provided by Standard Life, subject to meeting the qualifying conditions. Pension contribution rates are 5% for employees and New Hall currently matches employee contributions up to 4%.

### Training

New Hall is committed to professional development of staff and will support further in-service training as required. There are generous INSET and Continuing Professional Development (CPD) budgets.

### Lunch in term time

Currently, all staff are permitted lunch without charge in term time. This is subject to annual review.

### Sport club membership

As an employee, you will be able to make use of an annual membership for the New Hall Sport Club (currently £20pa plus £5pa for family members), with effect from your start date. Membership includes Club time use of:

- 25-metre, 6-lane indoor swimming pool
- 10 floodlit tennis/netball courts Fitness Suite, which comprises a range of cardiovascular equipment and free weights



