



Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Job Title:	Lifeguard
Summary of the role:	Maintain a safe environment for pool users and visitors through effective supervision and emergency response. Support the smooth operation and cleanliness of the Sports Centre and undertake additional duties as required by the Sports Centre Manager.
Line management responsibility for:	N/A
Safeguarding requirements:	• Engage in regulated activity relevant to children • Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.
Main duties and responsibilities:	• Promote and safeguard the welfare of all children and young people using the Sports Centre. • Maintain a valid NPLQ qualification, by attending monthly mandatory two-hour training sessions. If you fail to do so, you accept that you will be unable to work until you have completed the training and passed a competency assessment as required. • Read, understood and follow the Pool Safety Operating Procedures (PSOP), including the Normal Operating Procedure (NOP) and Emergency Action Plan (EAP) and any other relevant School policies. • Arrive punctually for shifts (at least 5 minutes before your scheduled shift start), wear any assigned uniform and ID badge, and maintain a professional standard of appearance. • Supervise pool users in accordance with operating procedures, always remaining alert and free from distractions. You will enforce pool rules, promote safe behaviour, and take appropriate action where rules are repeatedly breached.



Job Description and Person Specification

	• Conduct routine safety checks of the pool, poolside, changing rooms, equipment and facilities, reporting any hazards, defects or maintenance issues promptly. • Ensure the safe and appropriate use of pool equipment, including its setup, storage, cleaning and maintenance. • Assist with the cleaning, tidiness and general presentation of the Sports Centre, carrying out operational duties during lifeguard rotations or when the pool is not in use. • Provide first aid and respond effectively to emergencies in line with training and established procedures. • Ensure the pool area is secured at the end of sessions, including checking facilities, equipment, pool covers, lighting and access points. • Maintain awareness of activity timetables and booking procedures to assist customers and students. • Keep up to date with shift information, communications and operational updates on Microsoft Teams and WhatsApp. • Be available to work regular shifts, provide cover where possible, and undertake any other duties reasonably requested by the Sports Centre Manager.
Line management duties and responsibilities	• N/A

You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.



Job Description and Person Specification

Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i> • Current NPLQ Qualification (Must be able to commit to monthly training)	<i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i> • Level 2 Swim Teaching Qualification • Sport Coaching Qualification	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	<i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i> • Newly qualified Lifeguards will be considered (dependent on attitude) • Previous experience either lifeguarding or working in a leisure environment.	<i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i> • Previous lifeguarding experience • Previous experience working with children or in a school and/or leisure environment • Previous customer service experience	Contents of the application form Interview Professional references



Job Description and Person Specification

Skills, abilities and competencies	<i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i> • Ability to remain alert. • Ability to be proactive and self-motivate when required. • Ability to follows procedures as dictated by the relevant policies. • Ability to understand the dynamics and work as part of a team. • Excellent communication with colleagues and customers. • Ability to provide excellent customer service.	<i>The skills, abilities and competencies that would enable the Applicant to perform effectively in the role</i> • • •	• Contents of the application form • Interview • Professional references
Knowledge	<i>The knowledge required by the Applicant to perform effectively in the role</i> • Excellent knowledge of current RLSS NPLQ procedures in accordance with monthly training and your Lifeguard manual.	<i>The knowledge that would enable the Applicant to perform effectively in the role</i> • • •	• Contents of the application form • Interview • Professional references



Job Description and Person Specification

Attitude and Behaviours	<i>The attitude and behaviours that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • Supportive of the Quaker ethos and principles • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Ability to communicate effectively and appropriately to students, parents, customers & other staff. • Trustworthy, reliable, punctual and willing to cover. • Able to use your initiative, self-motivate and apply a common-sense approach throughout.	<i>The attitude and behaviours that would assist the Applicant to perform effectively in the role</i> • • •	• Contents of the application form • Interview • Professional references
---------------------------------------	---	---	--



Job Description and Person Specification